

## Staff Induction

This policy outlines the principles that will determine our approach to the induction of staff. It also provides guidance for managers to ensure that new staff members are provided with the necessary support to ensure they can meet the requirements of the role.

Implementation of this policy will be reviewed by HR through completion of a new staff induction questionnaire.

We regard effective planning for staff induction as being of prime importance. For new staff to establish themselves quickly and effectively we need to provide them with the necessary support and information.

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## 1. Procedure

There are three main stages to the induction of new staff

- pre-employment
- company induction
- departmental induction

## 2. Pre-Employment

The induction process commences with the initial offer letter.

In this respect HR are responsible for devising the policy on the recruitment and selection of staff and refining and monitoring its implementation.

Prior to the commencement of employment, HR will take responsibility for providing the new starter with documentation detailing terms and conditions of employment.

## 3. Company Induction

HR will ensure that new starters are welcomed to Cartridge Save upon their arrival, and are briefed on the following:

- Housekeeping
- Equipment issued
- Health and Safety
- HR policies and procedures
- Administration

## 4. Departmental Induction

The integration of new staff can be hindered by the quality of induction. Induction must be carefully structured by the manager and should aim to put the new employee at ease.

The new employee's manager must take into account the following:

- Making arrangements to welcome the new employee
- Clarifying job description
- Familiarising them with the company and departmental values



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- Arranging for a mentor to help the new employee settle in and adjust to their new working environment and any answer questions

Managers are responsible for ensuring that new employees have the tools and support to do their job effectively.

## **5. Managers should:**

- Conduct regular reviews during the probation period
- Refer to the job description and identify any training and development needs

To ensure an effective induction the manager should complete the induction checklist. Completed staff induction checklists should be uploaded into People HR for the employee to electronically sign to say their induction has been completed.



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