

## STAFF INDUCTION POLICY

Policy number	POL053	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

### INTRODUCTION

The Union is committed to inducting all new employees, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs, which are well planned, conducted and evaluated, will enable new employees to learn about the organisation, its culture and the requirements of their role.

### PURPOSE

The purpose of this document is to ensure that new employees, volunteers and contractors have a smooth transition into the organisation and their roles.

### POLICY

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into the Union in a manner as described in the procedures that accompany this policy document.

### AUTHORISATION

Secretary  
AEU ACT Branch

## STAFF INDUCTION PROCEDURES

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### RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that the Business Manager arranges for:

- all new employees participate in an induction program.

It is the responsibility of the Business Manager to ensure that:

- An induction kit (electronic or hard copy) is developed, containing relevant documents, including the office enterprise agreement and the Policy and Procedures Manual;
- The induction kit is kept up-to-date with relevant information;
- The quality of the induction process is maintained and
- The induction program is conducted.

### PROCEDURES

The Business Manager must schedule all new employees to attend an induction on their first day of employment, nominating the area where the induction will be conducted and ensuring all necessary resources are available.

In cases where the Business Manager cannot induct a new employee, they must arrange for an appropriate supervisor to carry out the task.

An appropriate amount of time and expenditure should be used to ensure the communication of required information, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

The Business Manager should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Business Manager should assign a 'mentor' who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff, be involved in giving feedback, etc.

The Business Manager is responsible for following up the employee's induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Business Manager should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate supervisor sign the Induction Checklist on completion.

Final version approved by Branch Executive – 12 November 2013

**Follow Up**

The Business Manager should ensure that each employee completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Secretary.

**RELATED DOCUMENTS**

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- AEU ACT Branch Policy and Procedures Manual

**AUTHORISATION**

Secretary  
AEU ACT Branch

## **APPENDIX A**

### **RECRUITMENT INDUCTION CHECKLIST**

Employee Name: \_\_\_\_\_

Date of Commencement: \_\_\_\_\_

Position: \_\_\_\_\_

Employment Type: Full-Time  Part-Time  Volunteer  Contractor

*(tick appropriate box)*

### **WELCOME**

Welcome new starter to the organisation.

*Provide copies of:*

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- AEU ACT Branch Policy and Procedures Manual, in particular highlighting all Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, and sexual harassment policies and procedures
- Rules of AEU ACT Branch and AEU Federal Rules

### **INTRODUCTION**

Provide an overview of the organisation, including:

- Mission
- Size
- Organisational structure
- Services provided
- Introduce employee

### **CONDITIONS OF EMPLOYMENT**

Provide:

- Position description
- Relationship of job to other jobs within the organisation
- Leave entitlements
- Remuneration and superannuation
- Professional image
- Training and development

### **WORKPLACE ENVIRONMENT**

***Conduct office tour, including:***

- Toilets
- Tea room/canteen
- First aid facilities
- Car Parking/public transport
- Noticeboards

***Provide overview of local area:***

- Local shops/facilities
- Public transport

**Introduce new employee to:**

- Managers and Supervisors
- Other employees
- Occupational health and safety representative
- First aider
- Fire warden

**MENTOR**

Assign a person to act as mentor for the next two weeks

Name of Mentor: \_\_\_\_\_

**EVALUATION**

Distribute Induction Evaluation for the employee to complete within three weeks.

**CONFIRMATION OF COMPLETED INDUCTION**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

