

Understanding induction assignment

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Therefore we need to maximize staff retention to ensure that this investment is not wasted. 1. 3 Currently our new employees join us and are expected to 'pick things up as they go along. This gives the new employee the mind-set to adopt an indifferent attitude towards the company, thereby reducing the chances of that employee staying long enough to contribute their full potential. 1. The initial impression of a company on an employee usually stays with them, and it is therefore important to make this experience a positive one. . 5 What happens without an effective induction programme? It is a risk that new employees who get off to a bad start and never really understand the organization itself or their role in it. This may lead to: Poor integration into the team Low morale, particularly for the new employee Loss of productivity Failure to work to their highest potential In extreme cases, the new employee leaves, either through resignation or dismissal.

Early leaving result in: Additional cost for recruiting a replacement Lowering of morale for the remaining staff company's reputation. 2. 0 PHASES OF INDUCTION 2. The new employee needs to have basic information about their terms and conditions of employment and immediate working environment. However, this is not enough, and as there is a great deal of information a new employee generally has to take on board, it is essential to break it down into 5 phases (which will vary in length, depending on the employee's experience). 2. Phases - Welcome (statutory policies and procedures) This phase gives the company opportunity to congratulate and welcome the new employee. Induction programme discussed with employee Review of information received by new starter Allocation / Introduction to mentor Legal issues including Health and Safety, Equality and Diversity

(referred to in section 3.0) HRS policies / requirements including required documentation, arrangements regarding pay, pensions, hours, holiday, sickness and leave Code of conduct Completion of phase 1 checklists 2. Phase 2 – Person specific Job role and contract signing Having given the new starter chance to read the employee handbook and digest all other information, this phase is used to focus on the specific Job role we are asking the new employee to carry out. Also at this point contracts will be discussed and signed. Phases 1 and 2 will usually take place on the same day (1 day duration). Structure and management Purpose, plans and activities Department staff / key contacts Policies and procedures Communications including team meetings Job description, standards and expectations Probation (if applicable) 2. Phase 3 – Training and Mentoring This phase gives us the opportunity to give the new employee all the relevant training required to carry out the Job role discussed in phase 2. The mentoring process helps the new employee integrate into the team whilst having the support of an experienced member of staff to carry out their duties effectively. Training (2 day duration). Mentoring (3 months). 2. 5 Phases – Review / Evaluation This phase focuses on the new employee giving feedback on the induction process and how if appropriate it could be improved.

All planned elements of induction have been completed. The mentoring process can be reviewed and continued if appropriate How effective the induction process has been from the inductees point of view Feedback from the line manager and mentor has been provided on performance, achievements and development areas / needs. Targets / objectives have

been agreed. 2. 6 Phase 5 – Follow up training Continual professional development is important because it ensures that all our employees continue to be competent in their work. Indefinite) 3. 1 Many organizations are unaware that there is statutory legislation that should be included within an induction process. 3. 2 Health and Safety It is important to ensure that new employees do not simply start in their new roles without being informed of the health and safety procedures of the company in general and their specific role. All aspects of health and safety are to be given to the employee in writing in the form of the employee hand book.

The essential topics to be covered under health and safety should be:

Emergency Exits Evacuation Procedures First Aid Facilities Company Health and Safety Policy Associated highway based risk assessments Accident Reporting Personal Protective Equipment Any Site Specific Hazards Smoking Policy 3. 3 Equal Opportunities and Diversity As a company we have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment process and the career of an employee on the grounds of: Age Disability Gender Reassignment Marriage and civil partnership Pregnancy and maternity Race Religion or belief 3. Data Protection The Data Protection Act is concerned with respecting the rights of individuals when processing their personal information. This can be achieved by being open and honest with employees about the use of information about them and by following good data handling procedures. The act is mandatory and we must comply with the following 8 principles. Personal data should be processed fairly and lawfully Data should be obtained only for one or more specified and lawful purposes The data should be adequate, relevant and not excessive

It should be accurate and where necessary kept up to date And data should not be kept for longer than necessary Personal data should be processed in accordance with the individuals rights under the act Data should be kept secure Personal data should not be transferred outside the European Economic Areas unless the country offers adequate data protection. All staff have responsibilities under the Act to ensure that their activities comply with the Data Protection Principles. Line managers have responsibility for the type of personal data they collect and how they use it.

Staff should not disclose personal ATA outside the organization's procedures, or use personal data held on others for their own purposes. All employees have a legal right to access information that we may hold on them. 3. 5
Sickness absence procedures It is vital that this is explained from the very beginning of an employee's career. As an employer we need to know when a member of staff is off for short term or long term sickness to allow us to provide relevant cover (if required).

The presence of a formal procedure also protects the employee from any disciplinary procedures if they follow it. This information is covered within the employee handbook.