**Objective:** To ensure that both new employees and contractors of name of organisation are fully inducted with name of organisation policies, processes and practices in order to create confident, trustworthy and respected representatives of name of organisation who are committed to professional standards and best practice.

The induction process aims to:

* welcome the new member of staff to name of organisation
* ensure the new staff member understands core information about the organisation and their role in it
* helps the individual to settle into their new job and work environment
* increases productivity and reduce short-term [turnover of staff](https://en.wikipedia.org/wiki/Turnover_(employment))

**Four stage induction process**

* Stage 1: One to two weeks prior to start date
* Stage 2: Day one and two of the employment/ contract
* Stage 3: Week one and two of the employment/ contract
* Stage 4: Week five or six of the employment/ contract

**Stage 1: One to two weeks prior to start date**

**Pre-employment tasks completed \_\_ / \_\_ /20\_\_**

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| Ensure the following items are actioned / ordered (where applicable) prior to the employees/ contractors commencement:  ❑ Employment Agreement  ❑ Welcome letter  ❑ Added to the IT network (email address)  ❑ Building access (codes/ keys)  ❑ Business cards ordered (if required)  ❑ PC / laptop organised  ❑ Phone – mobile and landline set up (as required)  ❑ Office furniture organised  ❑ Stationery organised  ❑ IRD ir330 Tax Code Declaration **\***  ❑ KiwiSaver Pack including KS1, KS2, KS10 and employees guide to KiwiSaver **\***  ❑ Payroll advised and updated |

**\*** Check www.ird.govt.nz for most current version of forms prior to printing for new staff member

**Stage 2: Day one and two of the employment**

**Organisation and Office Introduction completed \_\_ / \_\_ /20\_\_**

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| ❑ Complete Health & Safety Induction.  ❑ Name of organisation background values and culture (dress code, ethics)  ❑ Sector overview  ❑ Introduction to staff and board members  ❑ Appoint someone in the team to be the new employee’s “first port of call” to provide support and assistance with routine questions.  ❑ Introduction to other local contacts (as required) |

**Introduction to work area and systems completed \_\_ / \_\_ /20\_\_**

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| --- |
| ❑ Operational processes and procedures.  ❑ Housekeeping – toilets, lunch room, recycling, fire exit, earth quakes.  ❑ An explanation of the terms and conditions of employment (job description, working hours, sickness absence procedures, break and holiday entitlements, payroll).  ❑ Obtain two signed copies of the agreement. (one for employee, one for employer)  ❑ Completion of IRD ir330 tax code declaration  ❑ Completion of New Employee Information Summary  ❑ Completion of KiwiSaver form/s including option to Opt-out  ❑ Show employee to desk and immediate resource areas, e.g. photocopier etc.  ❑ Log employee onto systems & navigate around the system – location of documents/ templates/ forms/ phone directory. Allow time for employee to explore.  ❑ Provide access to Internet and explain acceptable use.  ❑ Ensure employee has the tools for their job i.e. stationery, laptop, manual tools, IDs.  ❑ Phone and voicemail set up and assist as necessary.  ❑ Ensure new employee has team meetings and other recurring meetings in their calendar. |

**Stage 2: Day one and two of the employment continued**

**Discussion with Manager regarding the role completed \_\_ / \_\_ /20\_\_**

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| ❑ Give an overview of the organisation’s structure, our values and how the person/role fits in.  ❑ Informal discussion regarding the expectations of the role and objectives (more formal meeting to be held within the next couple of weeks to confirm these)  ❑ An outline of the role requirements and standards of performance (including the opportunity to set role specific objectives for the coming year).  ❑ Manager or “first port of call” to assist where possible and be on hand for questions.  ❑ Discuss the programmes / activities undertaken by other team members and inter connectedness of roles.  ❑ Discuss Privacy Act and confidentiality in relation to the organisation and the role  ❑ Assign first piece of work or project. |

**Stage 3: Week one and two of the employment/ contract**

**Introduction to key external contacts completed \_\_ / \_\_ /20\_\_**

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| ❑ Introduction to all client info and processes.  ❑ Introduction to other contacts.  ❑ Other stakeholders i.e. main funders |

**Stage 4: Week five or six of the employment/ contract**

**Formal discussion with Manager completed \_\_ / \_\_ /20\_\_**

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| ❑ Review progress to date.  ❑ Formal discussion to confirm the expectations of the role and objectives.  ❑ Discuss Learning & Development opportunities as appropriate. |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have participated in Stages 2 – 4 of the above Induction Points.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Manager)

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

Note: Copy of this completed Induction Checklist to be retained in Employee File.