



THE INDUCTION TOOLKIT



EMPLOYMENT TOOLKITS
GUIDE TO INDUCTION



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THE INDUCTION TOOLKIT

ABOUT THIS TOOLKIT

Starting a new job can be daunting. The faster your new staff member settles in and gets productive, the better for your business.

Induction is an important part of this. It shouldn't be left to chance. Use this toolkit and:

- Make sure your business meets its legal obligations
- Help your new employee settle in quickly, with the information they need to become a productive member of the team
- Promote your brand and reputation as an employer of choice
- Minimise staff turnover.

There are two parts to the toolkit:

THE TOOLKIT GUIDE

A general overview with information that will take you through the induction of a new employee.

Templates and samples

The toolkit includes a folder of samples, checklists and templates that you can use, adapt and tailor to your needs.

They include:

1. How to create a checklist for the first 1-5 days of a new employee's tenure. This will cover what the employee needs to know, including all legal compliance information.
2. Preparing an induction plan before the employee starts. An employee can begin contributing to the business immediately when they have all the information required to perform their role.
3. Understanding the probationary period and how to manage performance during this time.

INDUCTION OVERVIEW

WHY HAVE AN INDUCTION PROCESS?

Some employers may feel that inductions are a waste of time, take too long and tie up other staff. They think they can shove a manual into their new employee's hands and tell them to get on with it.

This is a mistake. A good induction benefits your business, because it:

MINIMISES TURNOVER

A good beginning creates a good first impression. It influences how a new employee feels about the business and their commitment.

BUILDS GOOD CULTURE

If an employee feels welcomed, they feel valued. This translates into better team ethics and an increased sense of belonging. It also builds rapport with existing staff and reinforces workplace culture, e.g. punctuality, dress codes and behaviour.

REDUCES MISTAKES

If new employees are shown what to do right from the beginning, they make fewer mistakes down the track.

CLARIFIES ROLES AND RESPONSIBILITIES

A well-designed induction process will discuss performance expectations, reporting and delegations, assessment and reward.

REDUCES START-UP COSTS

Good information gives employees the tools to do their job. It helps them get 'up to speed' and productive faster.

REDUCES ANXIETY

It's normal to feel anxious when surrounded by strangers in a new job. If the new employee also feels uncertain and neglected, they may struggle to learn and do their job well. A few friendly hello's isn't enough - you need a planned process.

SAVES TIME FOR SUPERVISORS AND CO-WORKERS

The better the initial induction, the less time (and money) your supervisors and co-workers will have to spend on training.