



Australian Alpine Training Institute

INDUCTION PROCESS / PROCEDURE New Staff

A great deal of time and resources can be spent recruiting new staff.

It is often the case that new employees are expected to know everything about the company on their first day. It is the aim of The RTO to make new employees feel as comfortable as possible.

The purpose of an Induction Program is to properly introduce new employees to the company.

A properly conducted Induction Program should make the new employee feel welcome, aid in their interaction with other staff and ensure that new employees are aware of all relevant company policies and what is required of them.

The Induction Process takes place on a variety of levels.

- ◆ The initial stage usually occurs at the RTO Head Office or at a Course and on the new employees first day of employment
- ◆ The CEO, or assigned member of staff, personally greet the new employee
- ◆ The staff member ensures that all employment declaration forms, banking details forms, employee induction handbook, employee information and other relevant documents are completed for forwarding to the personnel area
- ◆ Assign a member of staff to the task of formally conducting the Induction Process. This person will maintain day-to-day ongoing contact with the employee, in a supervisory or management capacity
- ◆ The staff member conducting the induction is required to:
 - ✓ Introduce the new employee to all staff members
 - ✓ Discuss employment hours and / or contract arrangements
 - ✓ Provide an overview on OH & S, access and equity, records management issues, student/client handbook etc...
 - ✓ Explain the nature and focus of the company
 - ✓ Explain how their role fits into the company operations
- ◆ The staff member checks (ticks off) the requirements on the Induction Checklist (Form_IC) as each task is completed and requests the employee to sign the checklist before returning it to the Human Resources Department
- ◆ The staff member conducting the Induction provides the employee with an Induction Manual (Form_IND) including a flow chart (Form_IPF) marketing material, information on training packages, VET policies, traineeship details (Form_WT) and competency based training.
- ◆ The new employee signs all documents relating to their employment for return to the Human Resources Department
- ◆ A member of staff is assign as a “Buddy” for the employee during the initial 1st week of employment. This helps the employee to assimilate into the new work environment. Making them feel as part of the team
- ◆ The assigned staff member maintains regular contact with the new employee for at least the first month. Contact should include:
 - ✓ Progress review at end first week to CEO
 - ✓ Provision of feedback on his/her performance at end second week
 - ✓ Request for feedback in return
 - ✓ Encouragement to discuss any barriers or difficulties