

Induction Policy

## About this document

### Document purpose

Induction is the first step in building a two-way relationship between DataTrust and the new employee. The transition to the new workplace is made easier and more effective for both the new employee and the employer if there is an effective induction process. This procedure covers the process of induction and what needs to be covered, from the first day settling in to the probation period.

### Document authority

This policy reflects the rights and responsibilities of individuals as outlined in the following:

* The Fair Work Act 2009 (Cth)
* New Employment Standards 2009
* MA00000: General Retail Industry Award 2010
* DataTrust induction checklist

This policy has been authorised by the Chief Information Officer.

### Document application

This policy applies to all new employees of DataTrust.

### Expected update frequency

Every two years.

### Plan location

https://sites.google.com/classroom.nctafe.edu.au/datatrust/intranet

DataTrust: Induction Policy // **1**

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## Document control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Description** | **Date modified** | **Author** |
| **1.0** | Initial policy written | 04/03/2016 | Mark Thrift |
| **2.0** | Review of policy | 16/06/2016 | Holly Simone |
| **3.0** | Review of policy | 07/06/2018 | Holly Simone |

DataTrust: Induction Policy // **2**

Created: 3/04/2014 | Updated: 15/06/2018

## Contents

1. [Probation period 4](#_bookmark0)
2. [Procedure 4](#_bookmark1)

[Appendix A – Induction process timeline 6](#_bookmark2)

[Appendix B - Induction checklist 8](#_bookmark3)

DataTrust: Induction Policy // **3**

Created: 3/04/2014 | Updated: 15/06/2018

# Probation period

All employees are subject to a probation period as part of the employment contract. This information will have been communicated to applicants at point of interview and documented in their Offer of employment contract letter. It is essential that Line Managers use this time as an opportunity to monitor employee performance and suitability to the position. It is also an opportunity for a new employee to learn more about DataTrust and affirm their own suitability to the position.

The probation period will be either of three months or six-months duration dependent on the position e.g. frontline staff positions will be three months and all management positions will be six months. Probation periods may be extended by one month with the approval of the Line Manager.

Should the Line Manager have any issues or concerns relating to the performance of the employee during their probation period they are required to contact the Administration Team as soon as possible.

The Line Manager is required to meet with the new employee at least monthly to monitor performance and ensure that the new employee is well supported in the workplace. The dates of these reviews are to be established within the first week of the induction process. These probationary reviews must be documented and all reviews under the probation period must be conducted before the probation period has expired. At the final probationary review meeting, the Line Manager is to confirm to the employee that they have successfully completed their probation period.

# Procedure

This procedure is to be used in conjunction with the following documents:

* 1. Induction process timeline (Appendix A)
  2. Induction checklist (Appendix B)

A member of the Leadership Team will meet and greet the new employee on the first day, and then introduce the new employee to an Administration Team representative.

The Administration Team representative covers the first section of the Induction checklist – Pre-employment, and is to ensure that within two days of commencement the new employee has read, completed and where relevant, signed the following documents:

* Employment contract
* Position description
* Choosing super fund form
* Employee action form
* Tax declaration form
* Pay and banking details
* Fair work information statement

DataTrust: Induction Policy // **4**

Created: 3/04/2014 | Updated: 15/06/2018

The new employee is given a copy of the Induction process timeline (Appendix A) and the Induction checklist (Appendix B) so they are aware of the components of the induction process that will occur over the months.

The new employee is taken on a tour of the DataTrust offices, introduced to current staff and shown facilities available.

Next the WHS Officer continues the workplace tour showing the employee emergency exits, fire extinguishers and first aid boxes locations. The WHS Officer confirms a time with the new employee to review WHS policies and procedures; incident reporting; manual handling and any other industry specific WHS training.

The Line Manager (or designated representative) meets with the new employee and completes the Organisational vision and values section of the Induction checklist, along with the Team section of the Induction checklist and appoints a ‘buddy’ of ‘go to person’ for the new employee.

The Administration Team representative is responsible for monitoring the induction process of the employee and ensuring all details identified on the Induction checklist are completed within the required time frame by the nominated person.

The Induction checklist is to be signed by the employee, line manager and Administration Team representative and a copy placed on the employee’s personnel record.

DataTrust: Induction Policy // **5**

Created: 3/04/2014 | Updated: 15/06/2018

# Appendix A – Induction process timeline

## First day

* Personally greet the new employee and introduce colleagues
* Provide an introduction to the department, and the person’s job
* Review Emergency Action Plan and identify fire exits and emergency evacuation procedures, first aid room
* Discuss vision, mission, goals and organisational structures
* Assign an employee buddy or "go to" person who will help guide the new employee and answer their questions

## Within first week

* Orient the new employee to the work environment
* Introduce to critical policies and procedures
* Establish a foundation to develop effective working relationships
* Communication procedures are outlined, including social platforms, collaboration spaces and newsletters
* Review job expectations and begin to provide feedback
* Review Work Health and Safety policies and procedures
* Review probationary period and set review dates at one month, two months, three months and then six months and 12 months (note: the probationary period will be either three or six months depending on the particular position)

## Within two weeks

* Acquaint new employee with department, procedures, and job expectations
* Acquaint new employee with equipment: photocopier, computer, telephone system
* Communication procedures are outlined, including newsletters, bulletins
* Training is provided for DataTrust systems
* Set initial goals and objectives
* Continue on the job coaching

DataTrust: Induction Policy // **6**

Created: 3/04/2014 | Updated: 15/06/2018

## Within one month

* Professional development needs are discussed with the employee
* Performance standards and progress are discussed and reviewed
* Employee performance is reviewed and feedback provided
* Training activities are organised

## Within three months

* Introduce professional development opportunities and requirements for participation
* Assist the employee in developing an individual learning plan
* Review progress and conduct probationary review if applicable

## Within six months

Review progress and conduct performance review or probationary review if applicable

## Within twelve months

Conduct performance appraisal

DataTrust: Induction Policy // **7**

Created: 3/04/2014 | Updated: 15/06/2018

# Appendix B - Induction checklist

## Pre-employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Details** | **Completed?** | **Date completed** |
| **Administration Team** | Received signed letter of offer and associated paperwork | * Yes ☐ No | [Enter date] |
| Received proof of right to work in Australia | * Yes ☐ No | [Enter date] |
| Arranged office space, phone line, computer requirements, etc. | * Yes ☐ No | [Enter date] |

## WHS

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Details** | **Completed?** | **Date completed** |
| **WHS Officer** | Emergency exits | * Yes ☐ No | [Enter date] |
| Evacuation procedures | * Yes ☐ No | [Enter date] |
| First aid facilities | * Yes ☐ No | [Enter date] |
| Incident reporting | * Yes ☐ No | [Enter date] |
| Manual handling | * Yes ☐ No | [Enter date] |
| Any other industry specific WHS training requirements | * Yes ☐ No | [Enter date] |
| WHS policies and procedures | * Yes ☐ No | [Enter date] |
| Hazard and risk management | * Yes ☐ No | [Enter date] |
| Working from home policy | * Yes ☐ No | [Enter date] |

## Organisational vision and values

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Details** | **Completed?** | **Date completed** |
| **Line Manager** | Background to DataTrust | * Yes ☐ No | [Enter date] |
| Values statement | * Yes ☐ No | [Enter date] |
| Mission statement | * Yes ☐ No | [Enter date] |
| Vision statement | * Yes ☐ No | [Enter date] |

DataTrust: Induction Policy // **8**

Created: 3/04/2014 | Updated: 15/06/2018

## Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Details** | **Completed?** | **Date completed** |
| **Line Manager** | Introduced to team members | * Yes ☐ No | [Enter date] |
| ‘Buddy’ assigned | * Yes ☐ No | [Enter date] |
| Department structure explained | * Yes ☐ No | [Enter date] |
| Probationary dates set | * Yes ☐ No | [Enter date] |
| **Manager or representative** | Advise on email, meeting room bookings, timesheet requirements, travel bookings, expense claims, petty cash, voicemail, common forms and procedures | * Yes ☐ No | [Enter date] |
| Provide security pass/key if required | * Yes ☐ No | [Enter date] |
| Department processes explained | * Yes ☐ No | [Enter date] |
| Professional development needs identified | * Yes ☐ No | [Enter date] |
| Training is organised | * Yes ☐ No | [Enter date] |

## Terms and conditions of employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Details** | **Completed?** | **Date completed** |
| **Administration Team** | Employment contract signed | * Yes ☐ No | [Enter date] |
| Position description provided, read and understood | * Yes ☐ No | [Enter date] |
| Terms and conditions signed and understood | * Yes ☐ No | [Enter date] |
| Probation period understood | * Yes ☐ No | [Enter date] |

DataTrust: Induction Policy // **9**

Created: 3/04/2014 | Updated: 15/06/2018

## Organisational policies, procedures and general information

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Details** | **Completed?** | **Date completed** |
| **Administration Team** | Policies and procedures including:   * grievance * bullying * harassment and discrimination * alcohol and other drugs * code of conduct * use of IT * dress code explained. | * Yes ☐ No | [Enter date] |
| DataTrust benefits and resources | * Yes ☐ No | [Enter date] |
| Pay including payment dates and method | * Yes ☐ No | [Enter date] |
| Superannuation information | * Yes ☐ No | [Enter date] |
| Performance management system | * Yes ☐ No | [Enter date] |
| Leave procedure | * Yes ☐ No | [Enter date] |
| Fair Work Information Statement | * Yes ☐ No | [Enter date] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name:** | [Name] | **Date:** | [Enter date] |
| **Employee signature:** |  |  |  |
| **Line manager:** | [Name] | **Date:** | [Enter date] |
| **Line manager signature:** |  |  |  |
| **Administration Team representative:** | [Name] | **Date:** | [Enter date] |
| **Administration Team representative signature:** |  |  |  |

DataTrust: Induction Policy // **10**

Created: 3/04/2014 | Updated: 15/06/2018