



## **New Employees Guide to Induction**

### **Purpose**

1. Starting a new job can be a challenging experience and so as a new employee, you will need support in order to settle in.
2. The key objective of induction is to help you settle in to the organisation, your new job and team and make an effective contribution as quickly as possible.
3. Effective induction enables you to gain a full understanding of where your particular role fits in to both the strategy of the organisation, as well as a clear overview of policies, procedures and standards.
4. Induction is very much driven by your individual needs. The key is to hold regular discussions with your line manager to ensure that your needs are being met by the induction process.
5. You are encouraged to take a proactive role in your induction and ensure you get what you need out of the process.

### **Responsibility for the Induction Process**

6. The responsibility for providing your induction is shared at corporate, line manager, individual and departmental level.

### **Corporate Responsibility**

7. A Corporate induction programme is offered each month. This is a mandatory course and should be attended within your first 3 months.
8. The aim is to welcome you and explain the vision, values, corporate priorities and future direction of the organisation.

### **Line Manager Responsibility**

9. The role of your line manager is crucial to the success of your induction and will cover the following:

### **Orientation**

10. Ensure you are welcomed to your department and that you are introduced to your colleagues, including any key people/contacts
11. Give you an introduction to the office environment. This will include a tour of the offices and local or Guildhall facilities.



## Section C1

### **Business Context**

12. Provide you with information about the organisation, business objectives and function of your department.
13. Explain the [Community Strategy](#), [Vision and Values](#) and [Golden Thread](#) documents and local departmental business plans.
14. Explain any local operational rules and regulations.

### **Equal Opportunities**

15. Explain the City Corporation's commitment to [Equal Opportunities](#).

### **Health and Safety**

16. Ensure that you are aware of the various [Health and Safety](#) policies and procedures and any action that you need to take

### **Roles and Responsibilities**

17. Explain your role and responsibilities and set your initial objectives.

### **6 Month Probationary Period**

18. Your Manager will explain the 6 month probationary period. They will set dates for review meetings to discuss how you are getting on meeting your objectives.

### **Learning and Development**

19. Your manager will discuss your learning needs with you and help you create a personal development plan. This will list the development activities you need to undertake during your first 6 months.
20. However, it is important you take ownership of your learning and think what support you need.
21. It is important you evaluate the effectiveness of each learning activity you undertake. Your Manager will discuss the process for evaluating your learning.



### **Intranet and Internal Communication**

22. Your manager will advise how you access the COL Intranet, the intranet is where you access a wide range of information including the employee handbook.

Your manager will also explain what other communication methods exist such as the Leader and e-Leader.

### **Performance Management**

23. Your Manager will explain the performance management process to you

### **Financial Management**

24. Your Manager will explain all the financial procedures which are relevant to your role.

### **Your Individual Responsibility**

25. You have an important role to play in your induction and you are encouraged to take ownership of your induction to make sure you get what you need from the process.

### **Induction Checklist**

26. Your manager will give you a copy of the [New Employee Induction Checklist](#), which outlines your induction process. You should work together with your manager to complete the checklist
27. You should make sure all parts of the checklist are completed and signed off. This will confirm you are happy all the stages have taken place. If there are any gaps, you should let your manager know.
28. You should discuss your needs with your manager during induction and raise any issues/concerns. You should take ownership of your learning and be proactive.
29. If you require any additional support, you should contact your HR/Administration Officer.

### **Departmental Responsibility**

30. Your local HR Contact will advise you of all key policies and procedures you need to be aware of, and introduce you to the role of the HR section.