

5.11	STAFF INDUCTION
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Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

All new staff members will be provided in a timely manner with access to the HECIS policies and procedures and a formal induction into their role to enable them:

- to understand their responsibilities and duties, how HECIS operates and what is expected of them
- to settle into their role quickly, perform their duties competently and contribute effectively to the work of the organisation.

PROCEDURES

The HECIS Co-Ordinator will be responsible for ensuring that all new staff and volunteers receive a formal induction and orientation to the organisation and their duties.

The HECIS Co-Ordinator will:

- Tailor the induction program to meet the specific needs of different roles and different individual staff and volunteers, including entry level training, role orientation and immediate training and support needs identified during the recruitment and selection process.
- Prepare induction kits for new staff members volunteers. The kit will include:
 - organisation background, purpose and philosophy
 - any legal requirements and organisation wide policies e.g. Code of Ethics, WHS policy, performance management, harassment
 - an introduction to the terms and conditions of employment (e.g. annual and other forms of leave entitlement)
 - organisational structure
 - expectations (e.g. dress code if any, use of email, mobile phones etc.)
 - a map of the building
 - pay procedures and payroll details
 - introduction to key members of staff
 - specific job/role related information
 - overview of line management and reporting procedures
 - an introduction to policies and procedures
 - induction checklist of items

HECIS: Staff Induction

- All new staff and volunteers will attend an induction procedure on their first day.
- The HECIS Co-Ordinator will assign a mentor who will help induct the new staff member during the first two weeks of employment. The mentor should provide support, be available to answer questions and give advice, introduce staff, be involved in giving feedback etc.
- The HECIS Co-Ordinator will follow up the staff member's induction during the first week and month.
- The HECIS Co-Ordinator will work through the induction checklist for each new staff member and ensure that the new staff member and HECIS Co-Ordinator sign the induction checklist on completion. This should occur within the first month.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	17.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	20.8.19	HECIS CoOrdinator	Aug 2020
5	15.9.20	HECIS CoOrdinator	Aug 2021

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