



RETAS LEEDS

Induction Policy – September 2018

PURPOSE

RETAS Leeds wants to ensure that all new employees, volunteers and those changing to a new role, are given a timely and effective induction to the organisation. This is a key part of the Recruitment process and therefore this Policy and procedures detail RETAS's commitment to ensure that all staff and volunteers are supported during their period of induction.

AIM

RETAS aim to carry out the induction process in an organised manner to ensure individuals are introduced to the organisation and their new role as quickly and effectively as possible.

This Induction Policy and associated procedures aim to clarify the general steps for Managers and staff to follow during the induction process. All Managers and staff are expected to adhere to this Policy.

The implementation of good induction practice by Managers will:

- Enable new employees to settle into the company quickly and become efficient members of staff/volunteers, within a short period of time
- Ensure that new entrants are highly motivated to carry out their role
- Assist in reducing staff turnover, lateness, absenteeism and poor performance
- Assist in developing an effective Leadership and Management style
- Ensure that employees and volunteers operate in a safe working environment

RETAS will:

- Issue guidelines on the induction process to managers, staff and volunteers
- Maintain and update the Induction Policy
- Provide a checklist for managers, staff and volunteers to follow, during the induction period
- Ensure there is effective monitoring of the induction process, during the first 3 months
- Deal with any problems quickly and efficiently
- Review all Induction policy and procedures on a regular basis
- Provide relevant training and development, where necessary, to support the induction process



GUIDELINES FOR MANAGERS

1. General

The purpose of induction is to support new employees and volunteers during what can be, for some people, a demanding and stressful experience and help them to become fully integrated into RETAS, as quickly as possible.

2. Induction Checklist

The Induction checklist is a way of ensuring information is given in a structured way and avoids overloading people with information, in the first few weeks, whilst also ensuring all areas are covered.

Managers should ensure that these matters have been properly understood whilst the Checklist is being completed with a weekly chat with new starter. Arrangements should also be made to visit any partner organisations which they be having regular contact with, in the course of their duties. At the end of the process, the Induction checklist should be signed by the manager and staff/volunteer and placed in the person's personal file.

3. First day of employment

Preparations should be made for the arrival of the new employee or volunteer well in advance of the starting date. It is important to introduce them to their new workplace and colleagues at the earliest opportunity.

Managers should start with a brief, introductory talk, using the Induction checklist as the basis for the discussion and ensuring all necessary documentation is completed.

A tour of the workplace should be arranged so that the new person can see where he/she fits into the organisation.

4. Completing the Induction process

Induction can be said to have ended when the individual is fully integrated into the organisation, although there is no set timescale within which this will happen and regular follow up is essential. The Induction checklist gives the individual the opportunity to ask any questions.

Date of Policy: September 2018

Next Review date: September 2019