

# ILSTON COMMUNITY COUNCIL

## Induction policy

Final 23 November 2023

### Purpose

The Community Council believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Council's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Council alike.

By managing staff induction in an organised and consistent manner staff can be introduced into a new post and working environment quickly and safely and in turn they then contribute effectively as soon as possible.

This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process.

### Council Commitment

The Council will:

- ensure there is effective monitoring of the induction process particularly in the first three months.
- deal with any problems promptly.
- provide relevant training where necessary to assist the induction.

### Line Manager Responsibilities and Considerations

Most new employees tend to be concerned primarily with two matters:

- whether they can do the job and
- how they will get on with their new colleagues.

It is therefore important to conduct a managed induction.

An Induction checklist is a very useful way of ensuring that information is imparted to new employees in a structured manner when they are likely to be most receptive.

It avoids overloading employees with information during the first weeks whilst ensuring that all areas of the role are covered. Managers/supervisors should ensure that the items on the checklist have been properly understood whilst the checklist is being completed, perhaps in the form of a weekly chat with the new entrant.

An induction checklist is role specific and is to be prepared separately from this policy document.

It is also important to introduce the new employee to their new workplace and colleagues at the earliest opportunity.

Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues. The purpose of induction is to support new employees during this difficult period and to help them become fully integrated as quickly and as easily as possible.

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide a workspace, equipment, security pass, system login, keys, lockers etc.

Most important is to remember that Induction must be geared to both the role and the individual's needs.

### **New Employees responsibilities**

The Induction process is not a one-way process and the new employee is encouraged to:

- ensure they understand the expectations of the role
- ask questions in any areas that are not clear
- identify training needs that may arise from the Induction
- meet new working colleagues

And most important is knowing that it is ok to ask for help.

### **Completing Induction**

Induction can be said to end when the individual become fully integrated into the organisation. Of course, there is no set timescale within which this will happen and follow up is essential. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the induction checklist will provide this opportunity. In some areas, such as understanding wider aspects of the organisation, follow up after a number of months may be appropriate.