APPENDIX 2Q – ‘Business Induction Plan’ EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing.)*

**SAMPLE –** NOTE THE FOLLOWING PLAN IS INTENDED AS A GUIDE ONLY AND SHOULD BE TAILORED TO INDIVIDUAL CIRCUMSTANCES

**Mistakes to avoid**

During the induction period try to avoid the following:

 • providing too much, too soon; the new employee should not be overwhelmed by a mass of information on the first day. Keep it simple and relevant;

 • pitching presentations at an inappropriate level. They should be suitable for everyone in the audience and for their roles within the organisation;

 • the office manager or HR providing all the information. It should be a shared process involving the team; and

 • creating an induction programme which generates unreasonable expectations by overselling the job.

**INDUCTION PLAN**

**1 week In advance of start date**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Allocate work area | Line manager |
| Confirm desk is ready | Line manager |
| Confirm that equipment is available  | Line manager |
| Contact new employee and agree time to attend on first day – who to ask for etc | Line manager |
| Inform all staff of imminent arrival of new employee/new role | Line manager |
| Set induction meeting dates in advance, including regular review | Line manager |
| Agree dates for input with other employees and give induction record sheet to relevant parties | Line manager |

**Day 1**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Meet new employee and welcome to the company | Line manager |
| Introduce new employee to other staff | Line manager |
| Show new employee where desk/work area is  | Line manager |
| Set up of relevant equipment – e.g. phone etc | Line manager |
| Explain main contacts – Manager, Office Manager, etc | Line manager |
| Introduce New Employee to Team | Line manager |
| Outline induction timetable for first few days | Line manager |
| Walk through Induction plans with New Employee | Line manager |
| Give tour of facilities | Buddy |
| Cover section A of individual induction plan | Buddy |

**Day 2**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Completion of relevant forms – employee details / pension, life assurance. Collect P45, signed offer/contract if not already returned etc. Provide Contacts sheet – who does what | Office Manager |
| Provide stationery, uniform, protective equipment etc | Office manager |
| Explanation and signature for company policies | Office manager |
| Present individual induction plans to new employee | Office manager |
| Cover section B of individual induction plan | Office manager |
| Agree initial tasks and objectives for week 1 and begin some straightforward tasks | Line Manager |

**Days 3 – 5**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Discuss the areas covered in team induction plan  | Line manager / buddy / other team members as required |
| Cover sections C and D of individual induction plan | Line manager |

**After 1 week**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Review induction plan | Line Manager |
| Review of tasks and objectives for month 1 and feedback on progress to new employee | Line Manager |
| Explain and agree communication and reporting arrangements | Line Manager |

**After 1 month**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Review induction plan | Line Manager |
| Review of tasks and objectives for month 2 and feedback on progress to new employee | Line Manager |
| Set objectives for the next month | Line Manager |

**After 2 months**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Review induction plan | Line Manager |
| Review of tasks and objectives for month 3 and feedback on progress to new employee | Line Manager |
| Set objectives for the next month | Line Manager |

**After 3 months**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Review induction plan | Line Manager |
| Review of tasks and objectives for week 1 and feedback on progress to new employee | Line Manager |
| Set objectives for the next 3 months | Line Manager |

 **After 6 months**

|  |  |
| --- | --- |
| **Action** | **Responsible** |
| Conduct performance review to ensure employee has met objectives | Line Manager |
| Set new objectives for the next 6 months | Line Manager |
| Confirm in writing that probationary period has now ended if appropriate.  | Office Manager |