



Introducing New Employees

The Spencer Group Client Toolkit



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Specialist Recruitment Solutions

Introducing New Employees To Your Business. Once your new employee has commenced work, it is important to introduce or induct them to your company. This assists with establishing the employment relationship between the business and the new employee and ensures all legislative requirements are met by the business.

While larger companies may have the new employee participate in a formal induction and training program over the initial weeks, many businesses opt for a less formal and time-consuming option. These businesses may organise for the line supervisor and/or personnel manager to spend some time with the new employee explaining relevant facets of the business and the position they are responsible for performing.

What should be discussed with the new employee?

Whatever method of presentation is chosen, it is important for the new employee, at a minimum, to be provided information in the following areas:

- Organisational objectives, purposes and mission: Advertising the direction and aims of the company helps the new employee to understand why the company exists and its main operations. A brief overview of the business' history may also be beneficial.
- Divisional, branch or section structures and targets: This ensures the employee knows where their position fits into the business's operations and any team or individual performance requirements that are expected.
- Terms of employment, including job title, pay and benefits, award/union coverage, hours of work, leave provisions and probationary period: Many employers convey this information in a formal employment contract, however, it should at least be discussed with the new employee.
- Organisational and workplace layout which may include a tour through the workplace to locate the positioning of amenities, infirmaries, parking, work areas and recreational areas.
- Tasks and responsibilities of job position: These are most easily conveyed in a job description. A job description should describe the objective of the position, whom the position reports to, the key duties and responsibilities of the position (including supervisory) and performance requirements.
- Dress requirements.
- Company policies and procedures: Many businesses have specific policies regarding administrative and operational procedures. These are most easily communicated to the employee by having them read the business' procedures manual. If your business does not have a procedures manual, verbal discussion of these policies and requirements with the new employee should suffice.

- Workplace health and safety policy, procedures and requirements including emergency procedures and equipment, first aid facilities and individual responsibilities: Communication of this information is recommended under Workplace Health and Safety legislation. The above are only minimum requirements: in some industries, it should also include on-the-job training in specific workplace health and safety procedures (for example, machinery operation, signage, etc).
- Discrimination and sexual harassment policies, procedures and individual responsibilities: Once again, as an employer, you have an obligation to ensure all of your employees are aware of how to conduct themselves in the workplace to ensure that no employee is discriminated or harassed in any way.
- Introductions to other staff members.
- Commencement of on-the-job training: The period of time will vary from occupation to occupation. It should also include on-going support and a suitable length of time to monitor the performance of the new employee on-the-job.
- Completion of necessary documentation for the new employee (Employment Declaration, pay details, etc).
- Signing of a declaration by both the new employee and a business representative to acknowledge discussion and communication of the above topics: This provides proof that your business has met all obligations with employee induction if future employee relations issues occur.

Won't this take too much time?

While it will take some administrative time to devise the program and then ensure it is presented to each new employee, most businesses acknowledge that the benefits (refer below) far outweigh the cost of implementation and presentation of the program. There are, however, two cost-reducing strategies that may be of assistance:

- The program could be delivered to small groups of new employees (not just one-on-one).
- The majority of business information, procedures and policies could be in written form for the employee to read in their own time or prior to commencement of employment.

What are the benefits of having an induction program?

There are many short and long-term benefits, including:

- The new employee forms a positive impression of the business.
- The new employee adopts the culture of the business more quickly and enthusiasm, commitment and confidence is increased.
- The new employee adapts to the job and work environment more easily which increases productivity and reduces the risk of the new employee leaving the position in the early stages.
- Lower recruitment and selection costs of new employees may result, along with improvements in employee morale and productivity.
- Assists your business with meeting its obligations under legislation and reduces the risk of employment relations or Workcover issues in the future (which can cost your business a substantial amount of money!).

Obviously, introducing new employees to your business has many advantage. It's well worth taking the time to devise a program and ensure it is undertaken with each new employee as soon as possible after they commence employment.