Document Name

EMPLOYEE INDUCTION POLICY AND PROCEDURE

Document Number

PO-STA-12

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<tbody>
<tr>
<td>Author</td>
<td>Chief Executive</td>
<td>August 2014</td>
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Purpose and Scope

Induction is the first step in building a two-way relationship between the College and the new employee. The transition to the new workplace is made easier and more effective for both the new employee and the employer if there is an effective induction process.

This procedure covers the process of induction and what needs to be covered, from the first day settling in to the probation period.

You may need to adapt the induction process dependant on the role, for example permanent, casual or sessional general or academic employees, or employee with special requirements. Certain Supervisor responsibilities may be delegated to an appropriate delegate.

Objectives

• To comply with the regulatory environment (TEQSA ACT, ESOS ACT).
• To provide new employees with the necessary training, information about their role and culture of the College to ensure a smooth transition into their new position. This also assists with the retention of the new employee.
• To ensure new employees feel welcome and part of the College.
• To build loyalty through an effective induction process, setting clear expectations and providing ongoing training and feedback.
• Gives employees an opportunity to discuss and set career development goals for themselves and their department.

Definitions

• Induction training is training provided to new employees by the employer in order to assist in adjustment to their new job tasks and to help them become familiar with their new work environment and the people working around them.
• Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE).

Responsibility

The following people have a responsibility in relation to this procedure:

• Chief Executive
• Director of People and Culture
• Heads of Schools and Departments

Procedure

There may be a need to adapt the induction process dependant on the role, for example temporary, casual or sessional staff members, or staff with special requirements. Certain Supervisor responsibilities may be delegated to an appropriate delegate.

To assist in preparing and conducting new employee through the induction in their workplace there is a STA-F49 Staff Induction Checklist. It is important to begin working through the form prior to the commencement date to ensure possible and ease of start on their first day.
## Permanent Employee Induction Training

<table>
<thead>
<tr>
<th>Before Arrival</th>
<th>Supervisor Responsibility</th>
<th>HR Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Prepares for new starter arrival using STA-F49 Staff Induction Checklist</td>
<td>• Completes recruitment and selection process</td>
</tr>
<tr>
<td></td>
<td>• Schedules meetings and activities for new starters first week (i.e. job shadowing; morning tea/lunch; orientation tours)</td>
<td>• Sends employment Offer Letter to preferred candidate along with all forms required as per STA-G16 Recruitment Pack Checklist</td>
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<tr>
<td></td>
<td>• Completes recruitment and selection process</td>
<td>• Organise meet and greet meeting with Chief Executive</td>
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### New Started Self Led

<table>
<thead>
<tr>
<th>Supervisor Responsibility</th>
<th>HR Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Welcomes new starter and provides brief department induction</td>
<td>• Holds Welcome meeting with new starter and completes important forms.</td>
</tr>
<tr>
<td>• Provides detailed induction to department using STA-F49 Staff Induction Checklist</td>
<td>• Reminds new starter on Excelsia College Online Induction via the website</td>
</tr>
<tr>
<td>• Conducts a one to one discussion with new starter about job role</td>
<td>• Provide campus map</td>
</tr>
<tr>
<td>• Supports new employee</td>
<td>• Ensures Employee is on Talent2</td>
</tr>
</tbody>
</table>

### Settling In

<table>
<thead>
<tr>
<th>New Started Self Led</th>
<th>Supervisor Responsibility</th>
<th>HR Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Continues to access WI Online Induction via the website-essentials information has been read and completed and returns employee On-Board Checklist Acknowledgement Form</td>
<td>• Provides ongoing support to new starter and supervisor</td>
<td></td>
</tr>
<tr>
<td>• Undertakes job shadowing</td>
<td>• WHS checklist completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WHS online training via MOODLE</td>
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1. Human Resources

The Director of People and Culture meets and greets the new employee on the first day. During the meeting, the Director of People and Culture covers the first section of the STA-F49 Staff Induction Checklist, including Human Resources, Workplace Set-Up and Work Health and Safety (completing WHS-F03 Employee Site-Specific WHS Induction Form).

The Director of People and Culture takes the new employee on a tour of the College, introducing to current staff, showing facilities available and emergency exits, fire extinguishers and first aid boxes locations.

The Director of People and Culture refers to the On-Board Checklist available on the Excelsia Website and provides employee with the On-Board Checklist to cover during their first month.

Within the first two working days of commencement, the Director of People and Culture is to ensure that the new employee has read, completed and where relevant, signed the following documents:

- Letter of Offer
- Position description;
- Choosing Super Fund Form
- Employee Action Form
- Tax Declaration Form
- Fair Work Information Statement
- Working With Children Check form.

Please note:

- If these documents are not obtained within two working days, employees may miss out on the timely payment of their wages.
- These documents must not be faxed.

2. Chief Executive

The Chief Executive meets and greets the new employee on the first day and covers the Organisational section of the STA-F49 Staff Induction Checklist.

3. Supervisor

Supervisor of the new employee completes the Training part of section 1 of the STA-F49 Staff Induction Checklist as well as section 2. The Supervisor may also choose to develop a specialised induction training to ensure that new employees are adequately familiarised with key information relating to their workplace, this is recorded via STA-F49 Staff Induction Checklist.
4. Probationary Period

All permanent full time and part-time employee are subject to a probationary period. This information will have been communicated to applicants at point of interview and documented in their Letter of Offer. It is essential that Supervisors use this time as an opportunity to monitor employee performance and suitability to the position. It is also an opportunity for new employee to learn more about the College within which they work and affirm their own suitability to the position.

If the Supervisor has any issues relating to the termination of an employee during their Probationary Period, please contact the Director of People and Culture as soon as possible.

Please note:

- The probationary period is not applicable if employee is transferring.

During the probationary period (or in the case of a transfer, in the first month of the transfer), the relevant Supervisor must:

- meet with the new employee at least monthly to monitor performance and ensure that the new employee is well supported in the workplace. The dates of these reviews are to be reflected on the STA-F49 Staff Induction Checklist, and signed off by the Supervisor. If an employee’s performance is not meeting required standards, these probationary reviews must be documented; and

- complete form STA-F49 Staff Induction Checklist within the first week of employment and ensure that all reviews under the ‘Probationary Period’ are conducted before the Probationary Period has expired. At the final probationary review meeting, the Supervisor is to confirm to the employee that they have successfully completed their probationary period.

Once the STA-F49 Staff Induction Checklist has been completed by the Inductor and the Inductee, it must be signed and returned to the Director of People and Culture. You are required to complete the induction program within 6 months of joining Excelsia College. All employers have certain legal responsibilities for their employee; completion of the induction program confirms that Excelsia College has provided certain key areas of information such as WHS.

Casual/Sessional Employees and Contractors Induction Training

5. Casual/Sessional Employees and Contractors Induction Training

At the start of each semester, the Heads of Schools plan a meeting for their academic employees. During the meeting the Director of People and Culture and the Chief Academic Officer orient the casual/sessional employees and contractors in relation to the following items:

- Vision /Mission and Values
- Strategic Plan
- Academic Standards, Approach, Policies and Procedures
- HR Policies and Procedures
- Work Health and Safety Policies and Procedures
- Community Activities for employees.
References and Related Documents

Supervisor Guide to Induction, University of New South Wales.
Orientation for New Staff, University of Melbourne.
Staff Induction Checklist (STA-F49)
Recruitment Pack Checklist (STA-G16)
On-Board Checklist Acknowledgement (STA-F83)
Employee Site-Specific WHS Induction Form (WHS-F03)