

INDUCTION CHECKLIST

Objective: To ensure that both new employees and contractors of Socialink are fully inducted with Socialink policies, processes and practices in order to create confident, trustworthy and respected representatives of Socialink who are committed to professional standards and best practice.

The induction process aims to:

- welcome the new member of staff to Socialink
- ensure the individual understands core information about their job
- helps the individual to settle into their new job and work environment
- increases productivity and reduce short-term turnover of staff

Four stage induction process

- Stage 1: One to two weeks prior to start date
- Stage 2: Day one and two of the employment/ contract
- Stage 3: Week one and two of the employment/ contract
- Stage 4: Week five or six of the employment/ contract

Stage 1: One to two weeks prior to start date

Ensure the following items are actioned / ordered (where applicable) prior to the employees/ contractors commencement:

- Employment Contract or Independent Contract for services
- Welcome letter or letter of engagement
- Added to the IT network (email address)
- Building access (codes/ keys)
- Business cards ordered (if required)
- PC / laptop organised
- Phone – mobile and landline set up (as required)
- Office furniture organised
- Stationery organised

Stage 2: Day one and two of the employment / contract

Introduce SocialLink and the Social Sector

- SocialLink background, values and culture (dress code, ethics)
- Social Sector overview
- Introduction to key internal contacts
- Introduction to key village staff (as required)

Team introduction

- Get each member to introduce themselves and explain their background.
- Deliver a creative, engaging team building exercise in a more informal setting.
- Explore each role as a team.
- Explore the inter connectedness of the various roles.
- Discuss the work programmes each role will be developing
- Introduction to Trustees

First port of call

- Appoint someone in the team to be the new employee's "first port of call" to provide support and assistance with routine questions.

Introduction to work area and system

- Operational processes and procedures.
- Complete Health & Safety Induction.
- Housekeeping – toilets, lockers, lunch room, recycling, fire exit, earth quakes.
- An explanation of the terms and conditions of employment (job description, working hours, sickness absence procedures, break and holiday entitlements).
- Obtain two signed copies of the agreement. (one for them, one for SocialLink)
- Request completion of IRD, bank documents and KiwiSaver.
- Show employee to desk and immediate resource areas, e.g. photocopier etc.
- Log employee onto system & navigate around the system – location of documents/ templates/ forms/ phone directory. Allow time for employee to explore.
- Provide access to Internet. Explain acceptable use.
- Ensure employee has the tools for their job i.e. stationery, laptop, manual tools, IDs.
- Phone and voicemail set up and assist as necessary.
- Ensure new employee has team meetings and other recurring meetings in their calendar.

The role

- An outline of the role requirements and standards of performance (including the opportunity to set role specific objectives for the coming year).
- Assign first piece of work or project.
- Manager or "first port of call" to assist where possible and be on hand for questions.
- Explain the inter connectedness of the various roles.
- Discuss the work programmes each role will be developing.

Discussion with Manager

- Informal discussion regarding the expectations of the role and objectives. (Formal meeting to be held within the next couple of weeks to confirm these.)
- Give an overview of Socialink structure, our values and how the person/ role fits in.

Stage 3: Week one and two of the employment/ contract

Introduction to key external contacts (as required)

1. Introduction to all client info and processes.
2. Introduction to other Village/ sector contacts.
3. Other stakeholders ie main funders

Stage 4: Week five or six of the employment/ contract

Formal discussion with Manager

- Review progress to date.
- Formal discussion to confirm the expectations of the role and objectives.
- Discuss Learning & Development opportunities as appropriate.

I, _____ confirm that I have participated in all of the above Induction Points.

Signed: _____
(Manager)

Signed: _____
(Employee/ Contractor)

Date: _____