
Induction Policy and Procedure

Status of Policy:

- Revised April 2011
 - To be used in conjunction with [\(Induction Checklist\)](#) and [\(Probationary Procedure\)](#)
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1. Introduction

- 1.1 The way in which a new employee is received and introduced to their new job, means that colleagues and the organisation can have a direct effect on the long-term success of the appointment.
 - 1.2 All new employees and those moving within North Yorkshire County Council should be provided with a planned induction.
 - 1.3 The Induction Checklist provides the baseline standard. Directorates will tailor this to meet their needs though they will ensure that all essential information on terms and conditions is included, to ensure consistency.
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2. Responsibilities

- 2.1 Line Managers are responsible for planning and delivering induction.

- 2.2 Employees are responsible for actively participating in the induction process, and for bringing any issues to the attention of their line manager.

3. What?

- 3.1 Induction is a structured and systematic process for integrating a new employee into their role, helping them to familiarise themselves with their responsibilities, job role, terms and conditions and working environment – both physical and cultural.
- 3.2 Induction may take place over many months. It begins before the employee's first day with introductory information and further contact where appropriate.

 if the new employee has to work a long notice period, see if you can get them involved in events before they join you – for example meetings, social events, or away-days.

4. Why?

- 4.1 An effective induction process helps new employees settle in quickly and become fully contributing team members. It is at the heart of performance management, supporting the County Council to fulfil its duty of care towards employees.
- 4.2 Induction makes employees feel welcome and clarifies roles and responsibilities. It highlights essential information on terms and conditions, standards, expectations, rules etc and reduces the likelihood of higher levels of staff turnover.

5. Who?

- 5.1 Induction will be provided for all new employees and those who have moved jobs within the County Council.

 Employees returning from an extended period of leave may also benefit from an induction refresher.

- 5.2 Managers will consider any specific cultural or religious needs e.g. dress, space and time for prayer, or dietary habits (such as fasting at certain times of the year).
- 5.3 Managers must also consider any reasonable adjustments for disabled employees which will allow them to do their job more effectively.

 For more information, refer to the Equalities area of the Staff Information website.

6. How?

6.1 The line manager will coordinate induction through:

- regular meetings with the new employee
- appropriate reading material
- projects, for example that involve finding out more about the service
- job-shadowing
- training courses/e learning
- sitting in on meetings or working groups
- introductions to key contacts and customers
- mentoring
- visits to other sections or establishments

 A colleague can act as the new employee's 'buddy' and be the first point of contact for everyday questions for the first few weeks.

6.2 The Induction supporting material includes an ([Induction Checklist](#)) which contain the basic information that should be supplied to new employees. Information specific to the Directorate, Unit, team and post will then be added by the manager, and the checklist can be downloaded from Staff Information for this purpose. The manager will put together a pack of information including, for example, job-specific material, team plans, and Directorate and Service information.

 It's important that administrative details such as telephone extension, computer access, GroupWise address etc are set up in advance and there is someone available to greet your new employee when they arrive where needed.

6.3 The checklist should be signed by the employee and manager, and placed in the employee's personal file with a copy being kept by the employee and manager. The signed copy forms a record to show that essential information has been given to the employee. Records will also be kept of induction and probationary review meetings.

7. Next steps

- 7.1 As in appraisal, line managers need to agree initial objectives and targets with the new employee. For more information please refer to the ([Appraisal Procedure](#)).
- 7.2 New starters with North Yorkshire County Council are required to complete six months satisfactory service before being confirmed in their post. For more information, please refer to the ([Probationary Procedure](#)).

8. Further information and related documents

- 8.1 Further information and related documents are available from the Staff Information website.
- **Via the intranet** – click on Training and Development icon on the right hand side of the homepage in the Staff Information section.

- **Via the internet** - <http://intranet.northyorks.gov.uk> Follow the guidelines for accessing via the intranet.

The Learning and Development Unit can also provide information on management skills development including induction and appraisal.

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