**AFEI Member Template: Employee Induction Guide**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Designed to be used in conjunction with the **AFEI Member Template: Employee Induction Procedure Checklist** and **AFEI Member Template: Statement of Duties and Performance Standards**

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the [blue highlighted] areas.

**Employee Induction Guide**

**Purpose**

The aim of this document is to provide guidance for supervisors/managers <<insert organisation name>> about procedures for induction of new employees.

**Scope**

This guide applies to all new employees and their supervisors/managers.

**Responsibilities**

Managers/supervisors are required to carry out an appropriate induction for all new employees on or around the time of their commencement. The induction should include, but is not limited to:

* informing new employees about the organisation including its mission and business objectives;
* providing relevant information about the new employee’s role, performance expectations, reporting structures, relevant work contacts and obligations concerning hours of work and attendance;
* providing new employees with an up to date copy of the fair work information statement;
* providing information about relevant organisation policies including work, health and safety;
* introducing new employees to work colleagues and the work environment including location of amenities, safety equipment, exits, emergency assembly areas, and areas with restricted access protocols;
* ensuring that all relevant new employee information including payroll and personal records are obtained;
* ensuring that the new employee has acknowledged receipt of relevant policies and procedures;

Managers/supervisors are also responsible for ensuring the induction process [check against induction checklist] is completed in a timely manner.

If a manager/supervisor delegates the responsibility for carrying out the induction to another staff member then the manager/supervisor must ensure that the relevant employee is aware of this policy. The manager/supervisor must follow up with the employee to ensure the induction was appropriately completed.

*New employees* are required to:

* read and familiarise themselves with relevant workplace information;
* provide all necessary records and information required to complete the induction.

**References:**

Employee induction checklist.