



TenStep Supplemental Paper

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Induction

Induction is the process of introducing an employee to the work environment, practices, policies and purposes of the organization. The induction stage demands great care on the part of HR professionals.

A properly designed induction process should serve the following purposes:

- To help the newcomer overcome the natural shyness or nervousness he/she may experience in meeting new people in a new environment
- To integrate new employees into the organization and instill a sense of belonging, which is a strong motivational force
- To supply information about the basic work environment

The induction program generally consists of two phases. The HR department implements the first phase, and the information that is passed on to the new employee can help to motivate the employee to become more effective and efficient in his/her job. The first phase covers the following subjects:

- Company history, details of products, processes and major operations.
- Geography of the building.
- Structure of the organization and functions of various departments.
- General company policies and regulations regarding wages and overtime, safety and accidents, discipline and grievances, uniforms and clothing, and parking.
- Available economic and recreational services.
- Opportunities for promotion and transfer, job stabilization, and the transfer system.

The second phase is aimed at convincing the new employee that what is good for the company is also good for him/her. If the employee is convinced that his/her goals are aligned with company goals, he/she becomes a good representative of the company. It is the responsibility of the supervisor to acquaint the employee with his job, work team, and working conditions. The following is a ten-step program that provides a set induction procedure for the supervisor.

- Greet the new employee cordially.
- Display a personal interest in the newcomer.
- Give additional information.
- Show the newcomer around.
- Explain the importance of his/her job in relation to other jobs.
- Introduce the newcomer to the work team.



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- Inform the newcomer of his/her duties.
- Select a person who can assist the newcomer on the job.
- Follow up frequently.

A complete induction program also calls for following up after a few weeks to ascertain whether the right person has been placed in the right job. If the individual is functioning well and is happy with his/her job, the HR executive will have had the pleasure of assisting in the placement of the right person on the right job.