HAYS Recruiting experts worldwide

PROJECT CONNECT
SUCCESSFULLY INDUCT NEW EMPLOYEES

The process of recruiting a new staff member isn't finished the day contracts are signed. The first day, week and even month of your new staff member's employment should be planned to some extent to provide the necessary training and understanding of the role and your business.

This may seem like a lot of work, but without an effective induction process to both the company and the role your new employee may feel that they don't fit and their productivity can drop while they try to find their own way. An induction program builds confidence and competence at the beginning of the employment relationship which ultimately helps your new staff member become more productive.

An effective induction program consists of two key elements. The first is imparting the knowledge needed to perform the role effectively. Identify the tools and knowledge required, then the appropriate people that can deliver this knowledge. Set appointments with these people in advance, so that when your new staff member arrives for their first day they have a schedule ready to go.

The second is the engagement of staff with the business and what it stands for. In other words, the communication of your company's culture, who you are and why you have the market position you have.

This isn't just your strapline, it's the essence of what your company stands for and will explain the fundamental culture, values and beliefs of your company. In short, you need to define what makes your company unique and what it stands for.

Anyone can be part of this induction process, from a PA demonstrating a computer package unique to your company at the employee's desk, to a manager discussing why a certain approach is used with a key client. Such personal attention creates a positive environment and imparts not just skills but cultural understanding.

While you may like to use formal classroom training, especially for group hires, sitting next to an employee watching them work or seeing how a staff member conducts themselves when visiting a key client are strategies that can be just as valuable in inducting your new employee into the way your business runs and their role in the business.

You should also set out the objectives of what is to be achieved clearly in your employee's first few weeks, for example, by the end of this week you'll be able to perform A, B and C and understand X, Y and Z. This allows a new staff member to monitor their own understanding and creates shared accountability for their effective induction into the company.

Importantly, you should also clearly set out your expectations for your new staff member's performance in not just the short term, but also the medium and long terms.

Finally, ensure your induction program includes relevant human resources, occupational health and safety, payroll and any relevant legislation issues.

No one forgets a difficult adjustment period, such as being left to work things out for themselves through trial and error. So invest some time in making sure your new employee's first few weeks impart the knowledge needed to perform productively and successfully.

ACCOUNTANCY & UCATION/PHARM
MA/CONSTRUCTI TY/CONTACT CEN
CONTACT CENTR URING & OPERATI
ATIONS/EDUCATI ON TECHNOLOGY
HNOLOGY/LEGAL NT/HEALTH & SAF
SAFETY/POLICY& NKING/RESOURC
OURCES & MINING INSURANCE/ENG
NGINEERING/HU RESOURCES/LOG
LOGISTICS/FACILITIES MANAGEMENT/FINANCIAL
CIAL SERVICES/SOCIAL CARE/SALES & MARKETI
ING/ENERGY/OFFICE SUPPORT/RESPONSE MANA
HEALTHCARE/OIL & GAS/ARCHITECTURE/ASSESS
& DEVELOPMENT/PUBLIC SERVICES/ACCOUNTAN
NCY & FINANCE/EDUCATION/PHARMA/CONSTRU
NSTRUCTION & PROPERTY/RESOURCE MANAGEM
MENT/MANUFACTURING & OPERATIONS/RETAIL/I
INFORMATION TECHNOLOGY/SALES & MARKETING
RATEGY/BANKIN PUBLIC SERVICES
MARKETING/ENE RESOURCES & MIN
INING/TELECOMS ENGINEERING/H
HUMAN RESOURC CONTACT CENTRI
TRES/FINANCIAL ES/SOCIAL CARE
PHARMA/MANUF NG/ENERGY/HEA
HEALTHCARE/AR OFFICE SUPPORT
PROCUREMENT/H LEGAL/OIL & GAS