



PRODUCTIVITY BY DESIGN

EMPLOYEE INDUCTION MADE EASY

BUILDING A PRODUCTIVE UNIT

The next step in managing your unit will be to ensure that new employees become part of the team quickly and efficiently. This is where a well-structured induction program plays a vital role. There is nothing wrong with induction of current employees if it was never done.

The purpose of induction can be seen as:

- Welcome new employees to their new environment
- Explain the role of the new member within your company
- Inform the employee of his rights and that of the company
- Explains the terms and conditions of employment
- Explains the mission and goals of the company

A good induction program can do the following for your company.

- Increase [productivity](#)
- Reduce short-term turnover of staff
- It plays a role in your staff performance
- It commits the worker to the organizational goals
- It enhances the new worker's attitude

A poor induction of new employees can result in the following:

- The new employee leaves without feeling part of the team
- Low morale from new employee due to lack of knowledge
- Low performance because the employee does not know the standards expected
- Failure from the employer to extract full value from appointed employees

Bad induction policies are costly to the company because:

- Additional recruitment costs for replacements
- Induction officer's time wasted
- Can lead to [lowering morale](#) and perceptions of remaining staff
- The person leaving damaged his employment history
- Have to repeat the learning curve with a new employee
- It can cause damage to the company's reputation



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INFORMING THE POTENTIAL EMPLOYEE

The induction process of the new employee starts with the interview. The line manager is responsible for the internal induction of his new employee. There are two ways of conducting an induction program. This will depend on the level and duties of the new employee. The line manager does not have to do the complete process by himself but he must make use of other resources in the company.

The induction process should include the following steps to ensure coverage of new employee duties and responsibilities.

- Pre-employment - Information the employee will need to make a soft landing on reporting for duty
- Health and Safety policies, procedures and regulations of the company
- Organizational structure, mission, and vision
- Terms and conditions of employment and other agreements
- Financial requirements and expectations of the new employee
- Training policies and assistance from employer
- Culture and values of the company

The way you induct your new employee will determine his co-operation and output from day one so don't neglect this process. Remember the main purpose is to get the new employee to become productive and fit in asap.