



## Tips for planning a successful induction

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It may be useful for you to think about the following list of tips and ideas when planning an induction:

1. Think about who your new starter is and what they might need and like to know. For example; are they a recent graduate? Have they joined through redeployment?
2. Use the induction checklist to help plan your new starter's initial days, weeks and months.
3. Keep in touch with your new starter, especially if there is a long period of time between the job offer and start date.
4. Be flexible in how you communicate with your new starter. You may choose to communicate via email, letter or phone.
5. Think about ways in which you can let your new starter know what it's like to work in your team/department/faculty. Could they be given access to your intranet, online community, newsletter, twitter feed, etc? Can you send them a copy of the latest Reporter?
6. Plan their first day carefully. Your new starter may appreciate going for lunch with team colleagues. There is nothing more uncomfortable than facing a lunchroom of strangers or slinking out for a solitary lunch on your first day.
7. Let others in your team/department know about your new staff member and when they are due to start. You might want to mention where they've come from (ie. their previous role, new graduate).
8. Check that their workspace is clean, tidy and ready for your new starter's arrival. You might want to include a welcome sign, card or desk plant!
9. Remember, a tailored induction will go a long way in ensuring staff are able to quickly settle into their new role and begin working productively.

You may also want to ask yourself these key induction planning questions when implementing or revamping a current program:

1. What does the new starter need to know about this work environment to feel comfortable and confident?
2. What impression do you want new employees to have on their first day?
3. What policies and procedures should new employees learn about on the first day or the first month? This vital information must be included in the induction process.
4. How can new employees be introduced to their colleagues without feeling overwhelmed and intimidated?
5. Ask for feedback from recent appointees. Find out how they perceived the induction process and make changes based on those recommendations. Ask them what they wished they had known. Pass this to HR – it'll be useful for other departments.