



Induction Procedure

Responsible Department: *Human Resources*

Responsible Officer: *Practice Manager Corporate Consulting*

Approving Body: *Practice Manager Corporate Consulting*

Last Reviewed: *March 2015*

Next Review Date: *March 2017*

Doc Set ID:

1. Purpose

This procedure is underpinned by the Recruitment and Onboarding Policy. This Induction Procedure has been developed to ensure that all staff working within the City of Playford are introduced to the organisation in a consistent and meaningful manner, to retain new employees and build an engaged workforce.

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	Policy No.:	<i>Leave blank for future use</i>	Version No.:	1
	ECM Document Set No.:		Initial Date of Adoption:	Mar 15
	Authorised by:	Practice Manager Corporate Consulting	Date of Current Version:	Mar 15
	Document Maintained by:	Human Resources	Next Review Date:	Mar 17

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Approval and Change History

Procedure ID	Version	Approval Date	Approval by	Change
	1	Mar 15	Practice Manager Corporate Consulting	New

2. Scope

This procedure applies to new staff and external agency staff employed by Council on an ongoing, fixed term or casual basis; existing staff either changing locations/departments or returning from extended leave.

3. Definitions

Manager

Positions within the organisation that are held accountable for their own work, but also accountable for the output and performance of others (ie- their direct reports)

Staff


A person employed by the Council on a permanent full time, part time or casual basis, or a limited tenure full time, part time or casual basis.

4. Procedure

A number of steps need to be completed as part of inducting staff within City of Playford. The manager is ultimately responsible for the success of the induction process, however outlined below are the responsible parties for each phase of the process.

4.1 Procedure

	Task Description
	1. Pre Induction Preparation
Human Resources Officer	1.1 Arrange pre-employment workflows as per the relevant <i>Induction Checklist</i> and provide checklist to Manager. 1.2 Ensure <i>Induction Itinerary</i> has been provided to new employee within the recruitment pack.
Manager	1.3 Must ensure all pre-commencement tasks are completed on the relevant Induction Checklist to ensure staff have access to all the resources they require to perform their role.
	2. Induction
Manager	2.1 Ensure all relevant departments have completed their section of the Induction Checklist


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	2.2	Provide completed form to Human Resources and employee within the staff member's first month of employment.
Human Resources Officer	2.3	Will maintain all records in relation to the induction process

5. Supporting Documentation

Document Name
Recruitment & Onboarding Policy
Induction Checklist- New employees
Induction Checklist- Existing staff

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