



TIPS AND STRATEGIES ON

INDUCTION FOR NEW EMPLOYEES

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Because first Impressions
count!

Tips and Strategies on Induction for New Employees

First impressions are crucial, and a new employees' initial experience of your workplace can have a major impact on their future with your company.

Some tips on making a new employee feel welcome and to ensure a smooth transition and you also want to make sure you set a very high standard right from the first day.

- Have a strong induction process that's well planned, this will vary depending on the department.
- Inductions should be done by the Department Manager or in bigger organisations by the HR Department.
- The following information should be provided and explained
 - Job description including expectations of day to day activities for example if the employee was starting in sales(handling the phones, prospecting, follow-ups, management introductions, owner follow-ups, sales tools, sales contests)
 - Employee Evaluations and work hours, signed by both parties
 - Breaks – Lunch, morning tea, etc.
 - Annual leave and entitlements paid
 - Pay Periods, weekly, fortnightly, monthly
 - Employee Discounts (If any)
 - Sick Leave/Personal Leave Entitlements, Jury Duty etc.
 - Operation and Care of Company Vehicles
 - Operation and Care of Customer Vehicles
 - Handling of Customer complaints/concerns
 - Information on the company
 - WHS information
 - Drug and Alcohol use
 - Safety
 - Codes of conduct
 - Department operations
 - Management Flow Chart
 - Meetings and Times to attend
 - Respect and Care of Company Property
 - Reporting of hazards/accidents
 - Company Mission Statement
 - Customer Service Standards
 - Explain importance of their role
- Employee Handbook (Policy & Procedure Manual) including first aid & emergency procedures (have document signed stating this has been read and understood)



- Introduce to all team members and explain activities
- Introduce to Managers and team members of other departments (this will vary depending on the size of your business)
- Tour of the premises including relevant facilities. This includes water facilities, boardroom, meeting room, tea room, bathrooms emergency exits and emergency meeting points. Also security access for entering and leaving the building after hours
- Safety training if working with hazardous chemicals
- Hands on training and coaching on their day to day roles
- Make sure they clearly understand there probationary period
- Have the employee sign a checklist saying induction training was completed

Have the following things done and ready (this would vary depending on position)

- Email account set up and working
- Business Cards
- Diary
- New office supplies
- Name plate
- Folder with Brochures
- Clean Office/Work station and phone
- Clean computer, keyboard, mouse
- Something different a welcome card signed by co-workers!

Proper induction training will save you money, time and effort in the long run, also your new employee starts work effectively and efficiently and less chance of injury in the workplace

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