



INDUCTION PROCESS

91.5FM Cooloola Christian Radio Association Inc.

Contents

INDUCTION PROCESS.....	2
INTRODUCTION.....	2
PURPOSE.....	2
DEFINITION.....	2
POLICY.....	2
AUTHORISATION:.....	2
RESPONSIBILITIES.....	3
PROCEDURES.....	3
FOLLOW UP.....	3
DOCUMENTS RELATED TO THIS POLICY:.....	4
RECRUITMENT INDUCTION CHECKLIST.....	6
WELCOME.....	6
INTRODUCTION.....	6
CONDITIONS OF EMPLOYMENT.....	6
WORKPLACE ENVIRONMENT.....	6
MENTOR.....	7
EVALUATION.....	7
CONFIRMATION OF COMPLETED INDUCTION.....	7
INDUCTION EVALUATION FORM.....	8

91.5FM COOLOOLA CHRISTIAN RADIO ASSOCIATION INC.

INDUCTION PROCESS

INTRODUCTION

91.5FM Cooloola Christian Radio Association Inc. is committed to inducting all new employees, volunteers and presenters into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

PURPOSE

The purpose of this document is to ensure that new employees, volunteers and presenters have a smooth transition into the organisation and their roles.

DEFINITION

New employees refers to both recruits to the company (including presenters, casuals, volunteers and temporary staff), and staff transfers and promotions.

POLICY

This Policy applies to employees responsible for conducting Inductions within 91.5FM Cooloola Christian Radio Association Inc.

All employees (including presenters, casuals, volunteers and temporary staff) will be inducted into 91.5FM Cooloola Christian Radio Association Inc. in a manner as described in the procedures which accompany this policy document.

AUTHORISATION:

Board Secretary _____

Date of Approval _____

91.5FM Cooloola Christian Radio Association Inc.

RESPONSIBILITIES

It is the responsibility of the **General Manager** to ensure that:

- an Induction Coordinator is assigned who will be responsible for arranging the induction of new employees;
- all new employees participate in an induction program.

It is the responsibility of the **Induction Coordinator** to ensure that:

- an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about 91.5FM Cooloola Christian Radio Association Inc. policies;
- the induction kit is kept up to date with relevant information;
- the quality of the induction process is maintained.

It is the responsibility of the **General Manager** to ensure that:

- The Induction Coordinator is notified of any new starters.

PROCEDURES

The Induction Coordinator must schedule all new employees to attend an induction on their first day of employment, nominating the area where the induction will be conducted, and ensuring all necessary resources are available (e.g. chairs, DVD player, overhead projector, refreshments, etc.).

In cases where a new employee cannot be inducted by the Induction Coordinator, the Induction Coordinator must arrange for an appropriate Manager or Supervisor to carry out the task.

An appropriate amount of time and expenditure will be used to ensure that all of the required information is communicated to the new employee, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

The Induction Coordinator will tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Induction Coordinator should assign a “mentor” who will help induct the new employee during the first two weeks of employment. The mentor will provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff and be involved in giving feedback.

The Induction Coordinator is responsible for following up the employee’s induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Induction Coordinator will work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They will ensure that the new employee and the appropriate Manager sign the Induction Checklist on completion.

FOLLOW UP

The Induction Coordinator will ensure that each employee completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Human Resources Department.

DOCUMENTS RELATED TO THIS POLICY:

Community Broadcasting Codes of Practice Codes 1 and 2

Cooloola Christian Radio Association Inc. Constitution

Cooloola Christian Radio Association Inc. Volunteer Policy

Cooloola Christian Radio Association Inc. Code of Conduct

RECRUITMENT INDUCTION CHECKLIST

Employee Name: _____

Date of Commencement: _____

Position: _____

Employment Type: Full-Time Part-Time Volunteer Contractor

(tick appropriate box)

WELCOME

Welcome new starter to the organisation.

Provide copies of:

- Employee Handbook
- All Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, and sexual harassment policies and procedures
- Other relevant policies

INTRODUCTION

Provide an overview of the organisation, including:

- Our Mission, Our Vision and Our Values
- Size
- Organisational structure
- Services provided
- Introduce employee

CONDITIONS OF EMPLOYMENT

Provide:

- Position description
- Relationship of job to other jobs within the organisation
- Leave entitlements
- Remuneration and superannuation
- Professional image
- Training and development

WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- Tea room/canteen
- First aid facilities
- Car Parking / public transport
- Noticeboards

Provide overview of local area:

- Local shops/facilities
- Public transport

Introduce new employee to:

- Managers and Supervisors
- Other employees
- Occupational health and safety representatives
- First aiders
- Fire wardens

MENTOR

Assign a person to act as mentor for the next two weeks

Name of Mentor: _____

EVALUATION

Distribute Induction Evaluation for the employee to complete within three weeks. See Induction Evaluation Form included with this Policy.

CONFIRMATION OF COMPLETED INDUCTION

Employee Name: _____

Employee Signature: _____

Date: _____

Manager/Supervisor Name _____

Manager/Supervisor Signature: _____

Date: _____

INDUCTION EVALUATION FORM

Read each statement and circle either Y (Yes), S (Somewhat) or N (No) as it relates to your opinion of the orientation that you received. Return the completed form to your Induction Coordinator or Manager.

1. I was made to feel welcome.

Y S N

2. I am aware of the policies and procedures of 91.5FM Cooloola Christian Radio Association Inc.

Y S N

3. I found it helpful to meet all staff.

Y S N

4. I found the documents included in the Induction Kit to be helpful.

Y S N

5. I was able to observe colleagues at work or ask questions before starting a task.

Y S N

6. I had opportunities to make comments and to share my ideas.

Y S N

7. I was shown the emergency exits and equipment and have read and understood the Fire & Emergency Procedures included in the Staff Handbook.

Y S N

8. At the end of the first week I began to feel like a member of the team.

Y S N

9. Specific things that could be improved on:

Employee Name _____

Date _____