

## What is Staff Induction and Orientation and Why is it Needed?

A new staff member's view of your business, manager and colleagues, is strongly influenced by early impressions. A well planned and executed orientation and induction program will help make those first impressions positive, and the transition into the new workplace a smooth one. When new staff members join an organisation, a distinction is often made between their orientation and their induction to the new work environment. The orientation of new staff is usually seen as comprising a short one-off briefing session and the provision of basic information, for example in the form of an information kit or staff handbook. Induction refers to the process of helping people make the transition into a new workplace, a new role, or area of responsibility. It is considered to be a continuous process which generally starts with contact prior to taking up employment and proceeds through arrival, first days/weeks on the job and generally up to the third month or even first twelve months of employment. Effective orientation and induction is essential for all staff, regardless of their position of employment, and should incorporate:

- An understanding of the specific experience, knowledge, needs, role and responsibilities of the individual who joins your company
- The particular characteristics of the workplace that the new staff member is entering;
- The appropriate coaching and monitoring of performance of the new staff member, so that an informed decision may be made by both the new staff member and their supervisor with respect to confirmation of employment at the completion of a probationary period.

If all essential stages of an effective induction process are followed there are significant benefits for new staff and your company.

<b>Benefits to the new staff Member</b>	<b>Benefits to your company</b>
Feeling welcomed and supported, beginning the process of successful integration into their new workplace	Assisting new staff to understand the culture and values of your business
Gaining a positive perception of your company and the local area	Potentially retaining staff longer
Gaining access to essential information about your company in general and their workplace, role and responsibilities	Reducing the time for a new staff member to become effective in their role
Being well positioned to confirm their decision to join your company	Setting the framework for ongoing professional development through the appropriate performance management process
Early understanding of the purpose of their position and how it fits into your company's mission and strategic goals.	Ensuring that your company has complied with legislative requirements (if applicable) to provide staff with information, instruction and training