

EMPLOYING YOUR NEW STARTER

Guide 2.11: Induction for Your Employee

It's unlikely that your new employee will know everything there is to know about your business on their first day at work. A structured induction programme can help them settle into their new job.

Using an Induction Checklist

A checklist will help make sure you have covered everything. But don't make the mistake of thinking this is just "a tick-box exercise". Make sure you allocate time to frequently check in with your new employee. The more time you give them now, the quicker they will learn the job and the more they will give back to the business.

A template is provided below for you to use to give an idea of the type of information that needs to be covered. But do think about anything on it you need to change or add to make it work for your business.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.