



Staff Induction Policy

TSMR©2018



TSMR Staff Induction Policy

1. Introduction

TSMR is committed to ensuring that all staffs are provided with the relevant knowledge, skills and experience to enable them to perform their work effectively, and to develop their expertise and potential. TSMR recognises that the induction process is an important tool in facilitating this commitment. This policy aims to clarify the support provided and the responsibilities of all parties in ensuring induction are completed effectively so that all employees and students begin their work in a positive and supportive environment.

2. Scope


All new employees who are appointed to positions within TSMR, and those transferred or promoted internally, are deemed 'new' and should receive an appropriate induction programme.

3. Purpose of induction

Induction is the process by which a new employee is integrated into the organisation. The process begins with the first contact with the employee and ends when the person has been fully integrated and completed their probation period. Induction ensures that all employees obtain a good understanding of how the organisation works, including its principles, values and objectives. It ensures that all employees have the knowledge and skills necessary to perform their role in a safe working environment. New employees have differing levels of knowledge of TSMR and about the purpose and nature of the job they will do. A programme that identifies the needs of the individuals not only allows the induction to be more effective but gives a new employee the message that TSMR values them as individuals. The core content and aims of induction for all employees remain the same. However, it is expected that certain aspects of induction will differ and this will reflect the specific needs and requirements of the individual and their role.

4. Guiding principles of induction

In accordance with the HR strategy, the following principles apply:

- 
- § To ensure all new employees have skills and competencies relevant to their role and can apply these in the workplace.
 - § To support the effective integration of new employees into their new working environment
 - § To reduce the risk of employee turnover in the early stages of employment
 - § To help create a positive and supportive working environment.
 - § To help define performance expectations, maintain motivation and identify training and development needs.
 - § To ensure TSMR complies with its legal obligations with particular regard to health and safety legislation.

5. Responsibilities

The Training Centre

It is TSMR's responsibility to provide a framework for supporting appropriate induction.

Human Resource Department is responsible for determining the scope and nature of Induction Programmes for individuals and various employee groups. It is the responsibility of the line manager to ensure that the induction process takes place. This includes ensuring that new employees:

- Have an induction programme arranged
- Are provided with a copy of an induction checklist
- Receive appropriate local information as required in their induction checklist
- Are provided with an understanding of the structure of the organisation including their own line management structure and reporting arrangements
- Know how to access relevant policies and procedures



The Individual

It is the joint responsibility of the line manager and individual to ensure all items are covered. This means the individual needs to monitor their checklist and to raise any gaps with their line manager.

6. The Induction Checklist

All employees must be provided with an Induction Checklist on their first day of employment. This will include elements common to all employees. The Induction Checklist covers all aspects of induction. The employee's line manager must sign off all areas within the first three months.

7. Induction Event

All employees are invited to attend the 'Introduction to TSMR' programme provided by its Management, which provides a flavour of TSMR and what it stands for.

8. Health and Safety

TSMR is required to provide health and safety training. The 'Introduction to TSMR' event provides access to basic information on health and safety. Additionally, the Health and Safety intranet site offers guidelines, policies and procedures. However, the bulk of training is expected to take place at a local level.

9. Reviews and Ongoing Support

To ensure the overall induction process has been carried out smoothly, and the new employee has settled into the job and working environment, review meetings are encouraged. This two-way process will inform training and development needs and identify any specific issues, which need to be addressed. Heads of Departments should periodically monitor the effective delivery of Induction Programmes within their faculty/department.

10. Supporting documents and intranet sites



The following are offered on Share point to support the induction process:

§ Guidelines for those responsible for induction

§ Induction Checklists - General and Professional staff

§ Guidelines for induction of Executive and Senior Staff

§ Health and Safety site

§ Probation guidelines