

# Induction and probation

Induction is important.

We will:

- plan an induction before the new staff member starts work
- make sure all the induction is done

## Why is induction important?

Induction helps the new staff member settle in. It helps them learn:

- what our organisation does
- the terms and conditions of employment
- our policies
- more about their job
- more about what it feels like to work with us
- how to pass their probation

Induction lets their line manager:

- give advice
- give training
- keep an eye on how the new staff member is doing
- give the staff member support to pass their probation
- tell the Chief Executive and Chair if they think the staff member should pass their probation

## **Induction and probation**

This lasts 6 months.

There are 3 stages:

- Stage 1 is the first few weeks. It is about getting settled.
- Stage 2 is getting to know the job
- Stage 3 is the last week. The new staff member and line manager will talk about the future.

### **Stage 1 – the first day**

The line manager will:

- meet the new staff member
- explain the induction and give them an induction pack.
- introduce the new staff member to other staff
- make sure any paperwork is done. For example, they will need to make sure they have the new staff member's bank details, contact details and an emergency contact

## **Stage 1 – the first month**

The induction plan says:

- what the new staff member needs to know
- who the new staff member needs to meet

At the end of Stage 1, the new staff member and line manager will meet.

They will talk about the first few weeks.

They will look at the plan for Stage 2. They will agree any actions.

The line manager and new staff member will write about the meeting on the supervision record.

## Stage 2

By the end of Stage 2, the new staff member should:

- know how to fit into the organisation
- be able to do the job

The line manager will check regularly:

- how the new staff member is getting on with the job
- how the new staff member is feeling
- how other staff are getting on with the new staff member

the line manager will talk with the new staff member about any problems. They will plan together what to do about them. The line manager will write this on the Supervision Record.

### **Stage 3 (a week before the end of probation)**

The line manager and new staff member will discuss if the new staff member:

- fits into the organisation
- can do the job

After the meeting, the line manager will write to the Chief Executive and Co-Chairs

The line manager will recommend that:

- the new staff member has passed probation
- the new staff member needs a longer probation. The line manager needs to say why, and have a plan to help the person pass probation
- the new staff member is not the right person for the job. The line manager needs to say why, and what they did to help the new staff member

The Chief Executive and co-Chairs decide what to do. Then the Chief Executive writes to the new staff member.

If the new staff member passes probation, they become a full member of staff.