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## Recruitment Induction Policy & Procedure

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

## Recruitment Induction

### Policy & Procedure

#### Policy

This policy and procedure guides the induction of new employees, volunteers and students into the organization.

#### Procedure

It is the responsibility of **Management Team** to ensure that:

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

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

- the induction program is kept up to date with relevant information;
- the quality of the induction process is maintained.

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

- the Business staff are notified of any new inductees.

The line manager must schedule all new employees/volunteers/students 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.

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

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

The line manager should work through an Staff Orientation Checklist form for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate Manager sign the Staff Orientation Checklist form on completion.

A member of the Management Team is responsible for following up the employee's induction during the first week and month as indicated on the Staff Orientation Checklist form. (See link below)

<http://companyweb/General%20Documents/Staff%20Forms/Pathways%20staff%20orientation%20-%20February%202015.pdf>