**Induction and Integration**

**Overview**

* An induction program is an important process for bringing staff into an organization. It provides an introduction to the working environment and the set-up of the employee within the organization.
* The purpose of induction is to ensure that all new placed employees will adopt and become full contributors in the new organization faster, better and with fewer destabilizing effects to the individual and the organization. It aims at three group of employees:

1. New recruit to senior and middle level positions from other companies;
2. Newly promoted or transferred insiders; and
3. New entrants fresh from colleges and educational institutions taken at junior levels.

* A successful induction is one in which both the individual and the organization are transformed for the better, and are able to leverage each other’s’ strengths to achieve mutually-beneficial goals.

**Policy on Induction and Integration Program**

* Company shall have a well-planned, comprehensive induction program for new recruits to understand them company business including knowledge and exposure on company products, processes, functional departments, his role and functions as expected by the company in order to build their confident to perform the role effectively and efficiently from the day one.
* All new recruits within a month of assuming duties irrespective of levels should participate to the induction program. Induction is to be done all category of employees of the company. Pre-induction would occur prior to a new employee starting work as it is compulsory to assign legitimate role of the company. Newly promoted or transferred insiders also should participate to a specially designed induction program, which particularly to be focused on their job role under new set up.

**Procedures**

* Plan any induction collectively under following three phases;

1. Pre-induction: this would occur prior to a new employee starting work.
2. Induction: this would be the actual transition into the work place.
3. Post-induction: this period would be about adjustment to the new role having already started.

* The activities and details related to these three induction phases are listed below.

1. **Pre-Induction Phase**
2. **Employee's personal information:** This section includes the name of the employee, job title, staff ID number, start date of the induction, etc. Some activity also include a detailed list of all paperwork including personal profile to be compiled and submitted to the HR division
3. **First day activities:** Being familiarized with your surroundings and the people around you is crucial on the first day of work. It is with this regard that the new employee should meet the team members and manager, get assigned a workstation, issued with passkeys and given a tour of the organization's facilities.
4. **Introduction to the company:** Conducted within the first week of joining the organization. The new employee learns the company's history, values, management style, goals and objectives, products and services, organizational structure and interactions between different departments, etc.
5. **Induction Phase**
6. **Introduction to the new role:** Here, the employee will get insights on how they fit into the organization, how their contribution will integrate into the company's practices, departmental goals, and priorities.
7. Terms of employment such as EPF/ETF information, working hours, overtime requirement, lunch/tea breaks, covering shifts for an absentee colleague, etc.
8. The performance review criteria.
9. Training and workshop schedules.
10. Terms and conditions of the probation period where applicable.
11. Company’s code of conduct on performance, discipline, absenteeism, policies against bullying and harassment.
12. Other relevant information such as office dress codes, operating procedures and use of company resources such as telephone, emails, and internet. Policies for annual, maternity, and maternity leaves, etc.
13. **Health and safety measures:** New employee to attend training to learn the company's health & safety policies and procedures. These include safety measures, and precautions, evacuation routes in case of emergency, the location of fire extinguishers, first aid station, etc.
14. **Post-induction:**
15. **One month review:** The employee will have a one on one meeting with the line manager to evaluate how they are adjusting to their role and evaluate whether there is a need for training. At this juncture, the employee can give feedback and concerns about their job. They may discuss the availability of employee representation such as union membership if available.
16. **Three-month review:** The line manager holds further discussions with the employee to review performance, pinpoint areas of improvement and set reasonable deadlines for further analysis if necessary. Adjust work targets if the employee is up to speed.
17. **Six-month review:** If the employee was on probation, this is the point to decide whether to retain or release them. If hired, it's time to set objectives for the next six months. Further training may be needed depending on the job.
18. **Twelve months review:** By now the employee is already entirely settled and should be working at par with the rest of the team. You may ask them to give feedback on the induction process, what they think worked well and what they feel needs improvement.
19. **Acknowledgment:** Here the new employee and the supervisor append their signatures to acknowledge the successful completion of the induction process and the checklist then included in the employee's personnel file for record.