

Streamline your induction

Only 36% of Australian employees would stay with their employer if offered slightly more money[®]. It stands to reason that poor hiring will have a major impact on costs. If turnover costs are high, if managers are hiring people who don't stay or don't fit, you're in trouble.

[®] Australia @ Work 2002 – AON Consulting

A solid recruitment strategy and a comprehensive, targeted induction program will:

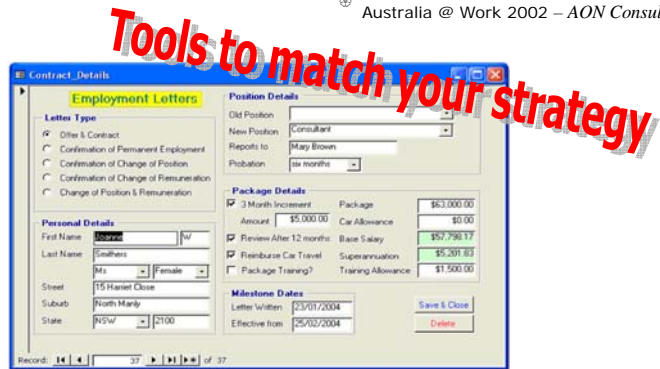
- reduce turnover costs
- improve productivity
- lessen new starter frustration
- achieve input of all stakeholders
- boost employee retention
- put your culture to work

A clear and understandable recruitment policy, easy to follow procedures that highlight just what skills, knowledge and experience you need to employ, strong interviewing skills and a robust selection process will ensure that you hire the right people. That gets them on board.

If you want to keep them you will have an induction program that:

- kicks in the day you make the hiring decision
- lets you track all the tasks that need to be completed before Day One
- ensures that Day One confirms your new employee's decision to join your company
- involves *all* stakeholders without handing over control
- guides the new employee through their initial learning process
- only ends when it seamlessly hands over to the company performance management system.

Macro Perspectiv can work with you to build or refine your company's policy and procedures in this most important area. You'll stop hiring replacements for people who've *left* the company and start hiring the right people to *build* your company.



After about five minutes input, you print off a customised Letter of Offer and Employment Contract. And all your Company Induction documents and core HR forms and handouts. All individually tailored for each new employee, their department, location and role. Too good to be true? Read on...

Name	Joanne W Smithers
Reports to	Mary Brown
Start Date	25/02/2004

Induction Schedule

The dates listed on the Induction Schedule refer to the date by which an action should have been completed, not started. Once printed and handed to you, you are accountable for identifying your actions, entering them into your calendar, and making sure that they are carried out by the due date through appropriate planning. In all cases where you are not able to meet a scheduled date, you are expected to notify **Mary Brown** and explain what action you will take to complete the action.

Once New Team Member details are entered in Contracts Database

Date	Tasks
25/02/2004	<ul style="list-style-type: none"> Create a Human Resources file in the HR filing cabinet and insert IHR copies of the Offer of Employment, Employment Contract and Resume. (Do interview notes or references which name should be included). Hard a copy of this Induction Schedule (not the whole document) to Mary Brown, retaining a copy for Corporate Support. Create the filing Start folder for Joanne and place Induction Material documents inside, in the order listed.
28/02/2004	<ul style="list-style-type: none"> Contact MAA and make a booking for Joanne for the training course on or before 25/02/2004. Complete OBT (Orientation Booklet) for Joanne. Request a Salary Review if necessary. Print documents which are included in the Induction Pack and allocate this to Joanne. If any team members have made forward bookings for the PC, notify them that it will no longer be available for booking. Book Joanne's PC for the first week, if an allocation key yet.
18/03/2004	<ul style="list-style-type: none"> Log on as Joanne and Set up the IHR icons shortcut icon; create email signatures; modify folder permissions for the Joanne Public folder; allocate permission to access Joanne's Calendar to Manager, Director, Mary Brown and Corporate Support Manager; configure Outlook to include IHR Contacts when addressing emails, using the procedure Setting up IHR Contacts as an Address Book. Add Joanne to the Case Manager Employee list and allocate client "Non-Billable Time". Provide access to Case Manager account management files Check that a workspace, chair and PC is available and allocate this to Joanne. Book Joanne's PC for the first week, if an allocation key yet.


Customised names, dates and events

How it Works - Induction

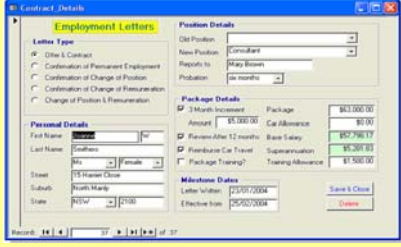
We all know *what* we want covered in our new employee induction program. The challenge is in having all the stakeholders take on their responsibilities and turn them into actions, consistently, for every new employee. Macro Perspectiv will work with you to develop customised tools that make this happen. Follow the example to see how.

From the moment you make the decision to hire...

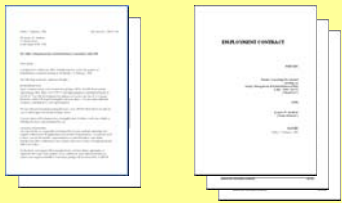
1 You've just made the decision to employ someone. Great!



2 Enter their particulars into a database... Five minutes work.



3 ...then print off a tailored Letter of Offer and Contract using the information you've just entered - no fuss.

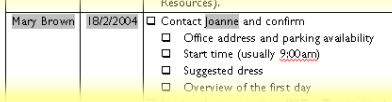


...through to the first day...

4 Now, before the first day:


- Administration:** order business cards, phone, etc
- Human Resources:** print standard forms and prepare for induction
- Information Technology:** order and set up PC, login, software licences, etc
- Manager:** inform the team, prepare the work-space, etc

5 None of which is a challenge because it's all in a customised checklist - all action dates and who's responsible for each task.



Nothing gets missed. Every task can be tracked.

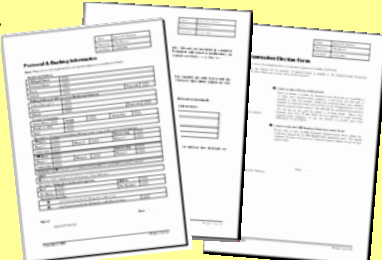
6 It's Day One and you are totally in control - everything ready, every task completed. You've just proved that the company culture matches everything you said in the interview.



- Just as it should.

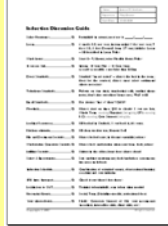
...then out to the end of probation, and beyond.

7 All those forms we have to fill in are right there, ready to go.




No last-minute rush to find them.

8 That discussion between the new employee and their manager - there's no risk of anything being left out. You guessed it - it's all on a checklist...



Easy.

9 So are all the incidental tasks that you want your new employee to undertake on their own.



All signed off. All done.

All done. And every time it works, everyone gets better at playing their part. Before you know it, you've got the Induction Program you always planned to have. And because you can customise every aspect of your program, it will keep up to date with every change. ■