# **HR Orientation Induction Plan**

## **1. Cover Page**

* **Company Name**
* **Title:** HR Orientation Induction Plan
* **Date of Issue**
* **Prepared by:** [HR Director/HR Representative Name]
* **Version Number** (if applicable)

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## **3. Introduction**

* Welcome message from the HR Director or CEO.
* Purpose of the orientation: To familiarize new employees with the company's culture, policies, and key responsibilities.
* Importance of orientation for new employees' success, engagement, and productivity.
* Duration of the orientation process (e.g., 1 week, 2 weeks, or 30 days).

## **4. Objectives of the Induction Plan**

* Acclimate new employees to the organization's vision, mission, and values.
* Equip employees with an understanding of company policies, procedures, and compliance requirements.
* Provide employees with tools, systems, and resources to fulfill their roles effectively.
* Enhance employee engagement, increase productivity, and reduce turnover.

## **5. Pre-Induction Activities**

* **Document Preparation:** Offer letters, employment contracts, confidentiality agreements, and onboarding checklists.
* **IT Setup:** Email account creation, access to HR software, internal tools, and devices (laptop, phone, etc.).
* **Welcome Kit:** Employee handbook, company-branded merchandise, and office supplies.
* **Communication:** Send a welcome email with the orientation schedule and key contacts.
* **Logistics:** Workstation allocation, access credentials, and facility arrangements.

## **6. Orientation Schedule**

### **Day 1 Schedule**

| **Time** | **Activity** | **Responsible Person** |
| --- | --- | --- |
| 9:00 AM – 9:30 AM | Welcome and Introduction | HR Representative |
| 9:30 AM – 10:30 AM | CEO/Leadership Introduction | CEO/HR Director |
| 10:30 AM – 11:30 AM | Overview of Company Values | HR Representative |
| 11:30 AM – 12:30 PM | HR Policies and Procedures | HR Representative |
| 12:30 PM – 1:30 PM | Lunch Break | New Employee |
| 1:30 PM – 2:30 PM | Introduction to Systems/Tools | IT Support |
| 2:30 PM – 3:30 PM | Employee Benefits Overview | HR Representative |
| 3:30 PM – 4:00 PM | Introduction to Role | Line Manager/Supervisor |
| 4:00 PM – 4:30 PM | Q&A and Wrap-Up | HR Representative |

### **Week 1 Schedule**

| **Day** | **Activity** | **Responsible Person** |
| --- | --- | --- |
| Day 2 | Meet the Team | Team Lead/Supervisor |
| Day 3 | Role-Specific Training | Team Lead/Supervisor |
| Day 4 | Introduction to Compliance | HR Legal Advisor |
| Day 5 | Feedback and Q&A Session | HR Representative |

### **First Month Schedule**

* Completion of e-learning courses.
* Participation in one-on-one mentoring sessions with the team lead.
* Check-in meeting with HR at 15, 30, and 60 days.
* Submission of self-assessment and feedback form.

## **7. Roles and Responsibilities**

* **HR Representative:** Facilitate the orientation program, track completion, and offer ongoing support.
* **Line Manager/Supervisor:** Ensure employees understand their role, department goals, and key deliverables.
* **IT Team:** Set up devices, systems, and tools for new hires.
* **New Employee:** Actively participate in the orientation and seek clarification where needed.

## **8. Company Overview**

* **History and Milestones:** Overview of the company's journey and achievements.
* **Mission, Vision, and Core Values:** Core beliefs and driving principles of the organization.
* **Organizational Structure:** Company hierarchy and reporting lines.
* **Products/Services:** Key products, services, and the impact they have on customers and the market.

## **9. HR Department Overview**

* **HR Department Structure:** Roles of HR managers, recruiters, and HR business partners.
* **HR Services:** Recruitment, onboarding, employee relations, training, and performance management.
* **Key Contacts:** Names and contact information for HR support.

## **10. Company Policies and Procedures**

* **Code of Conduct:** Workplace behavior expectations.
* **Data Privacy and Confidentiality:** Protection of employee and customer data.
* **Attendance and Leave:** Sick leave, annual leave, and time-off policies.
* **Equal Opportunity and Anti-Harassment:** Promotion of a diverse and inclusive workplace.
* **Payroll and Benefits:** Pay schedule, benefits, and incentives.

## **11. HR Systems and Tools**

* Overview of HR Management Systems (HRMS) used for time tracking, payroll, and leave requests.
* Training on using internal communication platforms (e.g., Slack, Teams, etc.).
* Tools for managing tasks, projects, and reports.

## **12. Health, Safety, and Security**

* **Emergency Procedures:** Evacuation routes and emergency contacts.
* **Fire Safety and First Aid:** Location of emergency equipment and first aid kits.
* **Health and Wellness Resources:** Access to wellness programs, mental health support, and gym facilities.
* **Security Measures:** ID badges, access control, and visitor protocols.

## **13. Employee Wellbeing and Support**

* Introduction to Employee Assistance Program (EAP) for mental health support.
* Support for remote/hybrid work (if applicable).
* How to request workplace accommodations.
* Contact details for health and safety representatives.

## **14. Training and Development**

* **On-the-Job Training:** Role-specific training provided by a supervisor or team lead.
* **E-Learning Modules:** Self-paced learning courses for essential skills.
* **Skill Development Opportunities:** Internal workshops, seminars, and certification programs.
* **Mentorship Program:** Pairing new employees with senior staff for guidance.

## **15. Compliance with Regulations**

* **Labor Laws:** Employment rights, working hours, and employee protection laws.
* **Health and Safety Legislation:** Compliance with workplace health and safety regulations.
* **Data Protection (GDPR, etc.):** Rules for collecting, storing, and processing personal data.

## **16. Workplace Etiquette**

* **Dress Code:** Clarification of casual, business casual, or formal dress codes.
* **Punctuality and Attendance:** Guidelines on working hours and shift patterns.
* **Communication Protocols:** Email, phone, and chat etiquette.
* **Teamwork and Collaboration:** Expectations for teamwork, collaboration, and constructive feedback.

## **17. Assessment and Feedback**

* **Orientation Quiz:** Test to assess knowledge of company policies and tools.
* **Feedback Session:** Opportunity for new hires to provide feedback on their experience.
* **Performance Check-In:** Review of the employee's progress at 30, 60, and 90 days.

## **18. Conclusion and Follow-up**

* **Summary:** Recap of key takeaways, pending tasks, and next steps.
* **Q&A Session:** Opportunity to clarify doubts and ask questions.
* **Post-Induction Survey:** Collect feedback on the orientation process for future improvements.
* **HR Support:** Contact details for HR support during the probation period.
* **Check-In Review:** Schedule of one-on-one reviews with HR and the employee's supervisor.

## **19. Acknowledgment and Signature**

**Acknowledgment of Induction Completion**I acknowledge that I have participated in the HR orientation program and understand the company's policies, procedures, and my role expectations.

**Employee Name:** [New Employee Name]  
**Position:** [Job Title]  
**Date of Completion:** [Date]

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative Name:** [HR Representative Name]  
**HR Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_