

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: _____