

# HR Manager Induction Plan

## 1. Cover Page

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

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## 19. Acknowledgment and Signature

### 3. Introduction

- Welcome message from the HR Director or CEO
- Importance of the HR Manager role in achieving the company's mission
- Purpose of the induction: To equip the HR Manager with the knowledge, tools, and skills required to lead HR functions effectively

### 4. Objectives of the Induction Plan

- Familiarize the HR Manager with company policies, mission, and values
- Introduce HR processes, compliance, and legal requirements
- Equip the HR Manager with knowledge of key HR software tools and platforms
- Ensure a clear understanding of the HR Manager's role, responsibilities, and expectations

### 5. Pre-Induction Activities

- **Document Preparation:** Contracts, offer letters, and onboarding checklist
- **Equipment Setup:** Laptop, phone, email access, and HR management system access
- **HR Induction Kit:** Company handbook, HR policies, HR technology guides, and important contacts
- **Pre-Induction Training:** HR software tutorials, access to learning platforms, and compliance videos

### 6. Induction Schedule

#### Day 1 Schedule

Time	Activity	Responsible Person
9:00 AM – 9:30 AM	Welcome & CEO Introduction	CEO/HR Director

9:30 AM – 10:30 AM	Meet the HR Team	HR Director/HR Team Lead
10:30 AM – 11:30 AM	Company Overview	HR Director
11:30 AM – 12:30 PM	HR Role-Specific Introduction	HR Director
12:30 PM – 1:30 PM	Lunch	New Hire
1:30 PM – 2:30 PM	Tools and Technology Overview	IT Support/HR Director
2:30 PM – 3:30 PM	HR Policies and Compliance	HR Director
3:30 PM – 4:00 PM	Q&A and Wrap-Up	HR Director

### Week 1 Schedule

Day	Activity	Responsible Person
Day 2	Meet Department Heads	Department Heads
Day 3	In-Depth Review of HR Policies	HR Director
Day 4	Compliance and Legal Guidelines	HR Legal Advisor
Day 5	Familiarization with HR Tools	IT Support

### First Month Schedule

- Participate in key HR initiatives
- Develop a 30-60-90 day action plan
- Attend leadership development sessions

## 7. Roles and Responsibilities

- **HR Manager:** Lead the HR department, implement policies, and support organizational growth

- **HR Director:** Provide guidance, supervision, and mentoring
- **IT Team:** Set up HR tools and access
- **Legal Advisor:** Train on legal and compliance issues

## **8. Key HR Functions and Responsibilities**

- Recruitment and Onboarding
- Talent Management and Development
- Employee Relations and Conflict Resolution
- Performance Management
- HR Compliance and Risk Management

## **9. Performance Expectations**

- Meet KPIs for hiring, employee satisfaction, and compliance
- Implement HR initiatives within the first 30-60-90 days
- Drive employee engagement and retention strategies

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

- End of probation review
- Performance review at 30, 60, and 90 days
- Final acknowledgment and signature