

# WIZARDS RESOURCE PACK

## THE RESOURCES FOR YOU TO RUN A ROCKSTAR INDUCTION PROGRAM FOR NEW STARTERS

Joining a new organisation is a significant step for any new employee, regardless of their seniority level. They need to learn about the organisation, including formal protocols, how to get things done and, most importantly, the organisation's business goals and how their role contributes to those goals. If you want to ensure your organisation gets the most out of your new employees as quickly as possible, then you need to provide a rockstar induction program!

An employee induction program is the last piece of the hiring process puzzle, designed to provide the employee with the right information and also to create a strong foundation between employee and the new employer, right from day one.

A well designed induction program saves your money and avoids having more money spent on costs such as covering absences and hiring replacement staff following a poorly conducted induction program. Therefore, this comprehensive pack of resources gives you all you need to run a rockstar induction program!

### TEMPLATE LETTERS / EMAILS INCLUDED FOR YOU

This resource pack includes the following templates which can be used when responding to employment applications received by your company:

- **New Employee Form** (have the employee who is to be hired complete this pre-employment to ensure they have provided all necessary documents (such as qualifications) and have all necessary abilities and rights to work in the position hired for)
- **Induction: HR Checklist** (a checklist for your HR representative to utilise to check off all necessary induction activities have been organised, and then completed (you can adapt to suit your organisation's internal processes or requirements)
- **Induction: Line Manager Checklist** (similar to the above, this is a checklist for the new hire's line manager to check off all necessary induction activities have been organised, and then completed (can also be adapted to suit organisational processes or requirements)
- **Employee Induction Plan** (used for the organisation to plan out what induction activities the new hire will be undertaking (i.e. whom he/she will be meeting with and at what time) during the crucial on-boarding stage. You can shorten or expand this period to suit, depending on the size of your organisation)
- **Fair Work Information Statement** (a form required by the *Fair Work Act 2009* (Cth) to be provided to each new employee before, or as soon as possible, after they have commenced employment. It informs employees of minimum employment conditions and work rights)

## HOW TO USE THESE TEMPLATES

The exact content you require in your finalised documents will vary according to the needs of your organisation. Therefore, use the following template documents as a guide and make relevant changes to suit. However, any wording changes, other than those to insert a company or a person's name(s), may change the context, meaning or purpose of the document and we recommend you obtain specific advice from us prior to making considerable changes.

These introductory pages do not need to accompany the document you intend to use. In the MS Word version of the resource pack you have purchased, review the wording carefully and note especially the insertions which need to be made by you to tailor the template to suit your circumstances. You might have other managers contribute to the finalisation of the tailored document you are creating. Note especially the areas to be reviewed and finalised, these are marked as a prompt in **red text** (for example, stating **INSERT MANAGER'S NAME** or **INSERT COMPANY NAME**).

Further, there are suggestions and prompts for the user throughout the template, marked as **[NOTE TO USER]**. This prompt, and the suggestion/note – both marked in red text – should be deleted by you prior to finalisation.

Once finalised, change the red text to black and print on your organisation's letterhead.

## NEED FURTHER DOCUMENTS?

Wouldn't it be great if you had time to focus on growing and developing your organisation instead of researching, reviewing and re-drafting out-dated policies or trying to create letters and agreements from 'scratch'? Imagine if you could get a suite of up-to-date, concise and compliant workplace documents!

Our specialist advisors can review, re-draft and update your workplace documents and policies, providing you a time-saving and cost-effective solution to this often overlooked and laborious HR task. Importantly, we can spend time on your site and speak with your management staff about what you need in your policies. Our review and update service provides you:

- ✓ Up-to-date agreements, policies, procedures and template letters;
- ✓ Clear and concise wording, drafted professionally but in a 'plain English' fashion (making it easy to read and interpret for managers and employees alike); and
- ✓ Freed up human resources staff to focus on your core business.

### The Wizard says:



Alternatively, have a shop around in our comprehensive 'knowledge marketplace' on our website ([www.workplacewizards.com.au](http://www.workplacewizards.com.au)), an online store of template workplace policies, letters to employees, guides and checklists to make your HR procedures up-to-date and ready-to-go!

If you need specific advice, now or in the future, please contact our experienced consultant Mark on 0458 644 469 or [mark@workplacewizards.com.au](mailto:mark@workplacewizards.com.au).

## ABOUT US

Workplace Wizards provides expert workplace relations, human resources, industrial relations, Workplace Health and Safety and workers' compensation advice and support on demand and tailored to your business needs.

We offer a complete range of employee management and workplace relations services, giving you professional advice, training and step-by-step assistance at highly competitive rates and saving you time, money and stress along the way. For more information about our services or to sign up to our mailing list for essential business updates, please visit [www.workplacewizards.com.au](http://www.workplacewizards.com.au).

*This guide is general advice of an informational nature only. For specific, tailored advice concerning your unique workplace issues, and termination-related risks for your particular employees, you should contact us for non-generic, bespoke advice particular to your individual circumstances. Further, Workplace Wizards is not a law firm and, therefore, does not provide legal advice. Clients understand that by using our services they are receiving thorough, detailed, accurate and professional consulting advice, as opposed to specific legal, accounting or financial advice, which might need to be sought from other professionals qualified and practicing in such areas.*