

How to Prepare an Induction Programme

Related Resources

-  [Template: Induction](#)
-  [Questionnaire: How Effective is Your Induction Programme?](#)

The aim of an induction programme is to make sure that new employees are given all the help and guidance they need for them to do their job to the required standard as soon as possible.

Remember that the induction process begins during the recruitment and selection phases when contact is first made with potential new employees. It is therefore key that the things you do and say before their first day are as well thought through and prepared as those after the candidate takes up the post.

Also, bear in mind that further assessments should be made of a new person's suitability during this 'settling-in' period (otherwise known as the 'probationary period'), and, if, by the end of this period, they have not reached the standard required, it could be that the job is not for them. Interestingly, it is around the three/four-month point that the highest number of resignations occur. This is commonly referred to as 'the induction crisis'. Whether the new employee changes their mind about the role or you decide that they are not suitable, the 'induction crisis' can be quite demoralising and upsetting for both parties.

Methodology

So, use the framework below to help plan and design a thorough and comprehensive induction programme to ensure that all your new employees successfully complete their probationary periods:

The Induction Process[1]

- Recruitment
- Pre-employment
- First day
- First week
- First month
- End of probation period
- Evaluation