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STAFF INDUCTION

Section	Human Resources		
Approval Date	13.10.08	Approved by	Directorate
Next Review	Oct 2015	Responsibility	Human Resources Team Leader
This review	28.10.2014	Key Evaluation Question	6

PURPOSE

To ensure staff are introduced to their job, team/area and Nelson Marlborough Institute of Technology (NMIT) so that they are able to make their full contribution quickly and effectively.

SCOPE

All new and transferring employees of NMIT.

RESPONSIBILITY

The staff member's immediate manager is responsible for implementing this procedure and ensuring attendance at orientation/induction events.

The Human Resources Team are responsible for setting up and delivering orientation and the follow-up workshops.

PROCESS

1. On appointment all new staff will be provided with written notification of reporting time, place of work and contact person.
2. The designated contact person greets and introduces the employee to the job and work place, including introduction at the first team/area staff meeting.
3. The new colleague is introduced to NMIT policies, processes and procedures as prescribed by the primary manager.
4. The primary manager will plan and document an induction programme which shall include job information and training requirements and an explanation of any required probationary period and the performance appraisal procedure.
5. The Human Resources Team require a completed, signed yellow induction form returned to them for the personal file of the new colleague as a quality check that the process has been followed. The primary manager monitors this completion within the first month of employment.

6. Within the first few weeks of starting work at NMIT the individual will be invited to attend an orientation session which provides an overview of key institute-wide policies and procedures.
7. In addition a number of specific induction activities for:
 - Quality Management System
 - Information and Enrolment
 - International
 - Marketing
 - Te Toki Pakohe
 - Human Resources
 - Teaching and Learning
 - Finance
 - Information Technology
 - Health and Safety

Will be arranged by the relevant department at which the new staff member is expected to attend.

REFERENCES

INTERNAL

Staff Charter
Staff Handbook
Performance Appraisal
Staff Induction Checklist
Staff Misconduct Procedure