**Annexure 7 – Templates on Induction and Integration**

**HR 008 - Induction Program Planning Template**

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| Target Participant (s): |
| Expected Outcome: |
| Contents and Scope:  *(first week program)* |
| Approach and Methodology: |
| Scheduled For: |
| Venue: |
| Coordinated by: |
| Evaluated by: |
| Time Table/Agenda *-(for first week program)* |
| **Day 1- Pre –Induction Phase I**  *Receiving and welcoming newly recruited employees by HR division Have an inauguration session to welcome them to the company. Refer employee's personal information and first day activities under pre-induction phase in this chapter* |
| Things to do by HR… |
| **Day 2 & 3 - Pre –Induction Phase II**  *Refer Introduction to the company under pre-induction phase in this chapter* |
| |  |  |  |  | | --- | --- | --- | --- | | Timing | Session No | Subject to be Covered | Resource Person | | 8.00 - 9.00 | 01 | Company History … | HR Manager | | 9.00 -10.00 | 02 |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Day 4 & 5 - Induction Phase**  *Refer Introduction to the new role, and health and safety under induction phase in this chapter.* |
| |  |  |  |  | | --- | --- | --- | --- | | Timing | Session No | Subject to be Covered | Resource Person | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| *Note: Session plan to be prepared for the agenda items of day 2- 5 by the HR Unit, coordinated with relevant supervisors and provide detailed information include subject topic covered, timing and resource person etc.* |
| **1 to 12 Months - Post Induction Phase** |
| END OF ONE MONTH: *Evaluate how they are adjusting to their role and evaluate whether there is a need for training etc. (Refer one month review under post induction phase in this chapter)* |
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| END OF THREE MONTH: *Review performance, pinpoint areas of improvement and set reasonable deadlines for further analysis if necessary. Adjust work targets if the employee is up to speed. (Refer three month review under post induction phase in this chapter)* |
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| END OF SIX MONTH: *Employee is on probation, this is the point to decide whether to retain or release them. If hired, it's time to set objectives for the next six months with the confirmation. (Refer six month review under post induction phase in this chapter)* |
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| END OF TWELVE MONTH**:** *By now the employee is already entirely settled and should be working at par with the rest of the team. You may ask them to give feedback on the induction process, what they think worked well and what they feel needs improvement. (Refer six twelve month review under post induction phase in this chapter)* |
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| ACKNOWLEDGMENT: *New employee and the supervisor append their signatures to acknowledge the successful completion of the induction process and the checklist then included in the employee's personnel file for record*. |
| ……………………… ………………………..  Signature of Employee Signature of Supervisor  Date……………. Date…………….. |
| *This report included in the employee's personnel file for record*  ……………………….  HR Manager Date…………………. |