Diocese of Elphin – HR Policy Handbook

Document Name: **Induction Policy**
Document No: **1.1.3 (original)**
Effective Date: **15th February 2019**
Written By: **Frank Mitchell, HR Advisor**
Approved By: **+Kevin Doran, Bishop of Elphin**

Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Induction. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Introduction

Induction is the process of providing guidance, information and support to new appointees so they can adjust as quickly as possible to their new working environment. Induction should therefore be seen as a framework to ensure certain knowledge and skills are met through a planned programme of tasks. An effective induction programme is organised, relevant and well-timed and will help to accelerate the speed at which the new appointee can become an effective, contributing team member from early in their employment.

"The employer" recognises that all new staff members, including staff members transferring or promoted internally, will require adjustment in their new position. The induction process is regarded as a vital part of successful integration into the working environment. This policy reinforces the importance of the induction process in ensuring that new appointees are able to integrate effectively. We will give the required support to new appointees through the induction programme as well as addressing any individual needs that have been identified through the recruitment and selection process and the induction programme itself.

Scope

This policy relates to all newly appointed staff members and to existing staff members who have taken on a new role.

Purpose of the Policy

The purpose of this policy is to ensure that all newly appointed staff members (appointees) undertake a structured and comprehensive induction programme in a timely and appropriate manner. We will, in order to assist new appointees in maximising their contribution, ensure that guidance, support and adequate information is provided in order to help them to achieve maximum working efficiency in the shortest possible time. This induction policy sets out the general steps for parish priests, directors, managers, and staff members to follow during the induction process.

Objectives

- make newly appointed staff members feel welcome;
- introduce the new appointee to his/her immediate manager, colleagues, job, parish, place of work and the diocese;
- clarify to the new appointee their role by ensuring that they fully understand the requirements of their position and that they are aware of the work of other functions;
- ensure the staff member is aware of policies and procedures, where to access them and their responsibilities in relation to these policies and procedures;

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- provide the new staff member with an opportunity to answer any queries or identify any training needs they may have;
- reduce the possibility of poor performance and minimise staff turnover rates.

Roles and Responsibilities

Responsibility for the various components of the induction programme rests with the immediate manager of the new appointee, who may delegate aspects of the induction process to others who have a specialist knowledge or can offer specific support.

Line Manager:

- Liaises with the necessary personnel in a timely manner to organise work station areas, staff card, computer access and email accounts before the new appointee commences work;
- Ensures the pre-arrival preparation checklist (Appendix 1.1.3(a)) is completed in advance of the staff member's start date;
- Meets the staff member on the first day and introduces him/her to the team and place of work;
- Assesses and ensures that the induction programme provided relates to the appointee and that the responsibilities of various people within the induction programme are defined and timetabled;
- Ensures that the new appointee has a clear understanding of her or his role and responsibilities;
- Provides the new appointee with documents or web addresses for accessing relevant information;
- Manages effectively any issues identified during the induction process;
- Ensures the induction checklist (Appendix 1.1.3(b)) is completed and that each item is understood by the new member of staff;
- Returns the completed induction checklist (Appendix 1.1.3(b)) to the person responsible for personnel activities;
- Reviews and evaluates the induction process.

As a condition of their employment, the new appointee is responsible for participating in and completing the components of the induction programme in consultation with their manager to ensure that they have been properly informed about and understand each topic. If any issues are identified these must be raised at an early stage with the appointee's manager.

The HR Advisor will advise the manager as necessary in the implementation of the induction programme. The manager should ensure records of attendance, participation and completion of the induction components (including health and safety training) and monitoring the effectiveness of the induction process is successfully completed.

All staff members are expected to assist in the induction of new appointees to provide information and support on an informal basis.

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Review and Evaluation

It is important that the induction process is evaluated at regular intervals to ensure that the aims and objectives are being met, information and guidance provided has been useful and relevant to the individual, and that a new appointee feels properly integrated. Using the induction checklist as a guide, the appointee's manager, in conjunction with the support personnel, will ensure that essential information is communicated to the staff member in a manner and over such a period as is considered appropriate. The new appointee's manager should evaluate the effectiveness of the induction programme and keep the HR advisor informed if they feel the programme could be improved in any way, or better resources provided. The staff member will be encouraged to complete an induction evaluation form to review the induction experience and provide feedback.

Training Record

The components of the induction programme should be completed within the first three months of the new appointee's employment or a lesser period for short term fixed term appointments. A record of induction should be completed and returned to the person responsible for personnel activities within three months of start date but no later than six months after the new appointee commences their role.

Induction Process

The core content and aims of induction for all new appointees is the same. However, it is expected that certain aspects of induction may differ and this will reflect the specific needs and requirements of the individual and their role. Elements of the induction programme may vary according to the nature of the role being filled but will normally incorporate the features outlined in the induction checklist (Appendix 1.1.3(b)). The induction checklist is used to ensure that new appointees receive all relevant information. Two internal checklists, pre-arrival preparation checklist and induction checklist, have been produced to assist managers in ensuring the induction process has been completed successfully. These checklists are to be completed and a copy retained on the appointee's HR file.

For further information please contact:

HR Advisor
Elphin Diocesan Office
St. Mary's
Temple Street
Sligo F91 KTX2
Email: hr@elphindiocese.ie
Mobile: 087 240 4882