**Induction template**

Use this planner to help manage your induction activities. These activities and their order are a guide only, and you should customise the template to suit the needs of your organisation and employees.

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| Day one | Week one | Within the first month | Within the first three months |
| * Get your security/access card.
 | * Complete your health and safety induction with your manager/supervisor.
 | * Get job specific training and safety equipment before you work unsupervised.
 | * Meet staff on other floors, worksite, key contacts and stakeholders.
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| * Be assigned a buddy/tuakana.
 | * Log on to your computer and learn how to access relevant programmes, explore your intranet and set up your email.
 | * Catch up with your manager to learn more about the organisation, your team objectives, your role and how these link together.
 | * Ask your manager how you can access any relevant training and development opportunities that come up.
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| * Take a tour of your worksite.
 | * Learn how to use your phone and set up your voicemail.
 | * Learn about any financial or other delegations you have and how to apply them.
 | * Learn about secondments and promotions.
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| * Find out the evacuation points and emergency procedures in your work area.
 | * Learn how to access relevant electronic filing systems and email distribution lists.
 | * Organise a workstation assessment.
 | * Discuss and agree your expected performance and a performance plan.
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| * Learn about risks and hazards in the worksite and how to report, isolate/minimise/eliminate these.
 | * Read and discuss workplace policies covering eg Code of conduct, vehicle use, drug and alcohol, harassment, privacy, IT etc.
 | * Learn about performance reviews and feedback.
 | * Check in with your manager every week, or as agreed.
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| * Find the toilets, cafeteria/lunchroom.
 | * Learn about accepted standards of behaviour.
 | * Learn about the organisation employee assistance programme.
 | * Discuss the organisation engagement/satisfaction survey results and action plan with your manager.
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| * Understand the dress code.
 | * Learn about staff benefits.
 | * Have workstation assessment.
 | * Learn about the ACC Partnership Programme if relevant.
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| * Understand the expected hours of work and break times.
 | * Catch up with your buddy on how your first week has been, and any questions you have.
 | * Get or make an Emergency Get-Away kit.
 | * Learn about recognition and rewards programmes.
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| * Give your emergency contact details to your supervisor/manager.
 | * Meet all the team you will be working with.
 | * Learn about the process to resolve any employment problems/issues.
 | * Attend Orientation Day.
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| * Find out how to contact the organisation if you are going to be absent.
 |  | * Meet with key contacts.
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| * Complete any first day paperwork (eg Code of Conduct, Confidentiality or Security agreements).
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