

Purpose

The purpose of Induction is to welcome a new employee and to ensure they feel a valued part of our Council from the start of their employment. Induction also gives the employee the opportunity to be informed about our Aims and Values and provides an outline of where they fit both in the Council and within their Service.

Induction marks the beginning of the employee's relationship with us and is fundamental in setting standards and influencing patterns of behaviour in the future.

An effective Induction ensures that:

- the employee's contribution is maximised as early as possible,
- they engage with us as their employer at an early stage thereby limiting the risk of leaving employment prematurely,
- the impact on existing employees is limited.

Guiding Principles

- Induction is essential for all new employees, employees transferring from other Services and employees returning from a period of extended absence (eg Career Break, Maternity Leave, Secondment).
- Induction should start prior to commencement of employment and is an ongoing process.
- An allocation of an Induction "buddy" (a colleague in a similar work role) can be invaluable.
- The responsibility for ensuring that the Induction Process is followed rests with the line manager.
- A corporate Induction Checklist is available to ensure that the minimum corporate standards are met.

Scope

This policy applies to all employees.

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