

## 1.1. STAFF INDUCTION

### Policy Statement

1. All new staff need a comprehensive appreciation of our corporate and operational objectives, and their role and responsibilities, before commencing their duties. New staff also need to be given the opportunity to familiarise themselves with other staff, their working conditions of employment and work environment.
2. All new staff members regardless of classification and position are to participate in a comprehensive **induction** process. This is to consist of:
  - an induction interview on the day of their commencement and a tour of the workplace;
  - working closely with a skilled and helpful supervisor/colleague for an appropriate initial period;
  - coverage of all items on the Induction Checklist (Appendix IND 4.3) within the first month to the satisfaction of the new employee and their supervisor/colleague;
  - weekly reviews in the first month (new employee to take notes);
  - fortnightly reviews in the second month (new employee to take notes);
  - monthly reviews thereafter as necessary (new employee to take notes);
  - two formal performance reviews during their initial probation period.
3. All new Authority employees (including previous employees re-employed by the Authority but excluding ancillary staff employed under CHSHA Award No. 7A of 1979) are on **probation** and cannot be confirmed in their employment until the College Board (or its delegated committee) is satisfied that they have attained a good level of performance (see **Probation –Section 4.5** for requirements).
4. According to college policy a College Board ( or its delegated committee) may also conduct a confidential interview with new staff at an appropriate stage during their probationary period to clarify their goals and assist the administration in gaining an understanding of their needs and aspirations.

### Ancillary Staff Induction Process

1. On appointment, all ancillary staff employed under CHSHA Award of 1979 will participate in the above induction process which will include quarterly reviews of performance.
2. Ancillary staff must attain and maintain a specified level of performance against the relevant work related requirements of the position and the statement of duties. Unsatisfactory performance can lead to their appointment being terminated with one week's notice.