**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. |
| * 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. |
| * 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. |
| * 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. |
| * 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. |
| * 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. |
| * Understand the dress code. | * Learn about staff benefits. | * Have workstation assessment. | * Learn about the ACC Partnership Programme if relevant. |
| * 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. |
| * 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. |
| * Find out how to contact the organisation if you are going to be absent. |  | * Meet with key contacts. |  |
| * Complete any first day paperwork (eg Code of Conduct, Confidentiality or Security agreements). |  |  |  |