

2.4 Induction Policy

Introduction

All staff members appointed to new posts will receive appropriate induction guidance and training. A new staff member appointed to Teagasc will be given an effective introduction to the requirements of the post, the work of the business unit, the organisation and functions of Teagasc, its relationship with other bodies and how it fits into the public service structure. An existing staff member moving from one business unit to another, on transfer or on promotion, will be given an induction programme appropriate to their new position and taking account of their existing experience and knowledge.

Commitment

Teagasc is committed to providing a systematic and effective induction for all new staff members joining the organisation and for existing staff members who are transferred/promoted internally within the organisation.

Objectives

Teagasc aims to provide a consistent and comprehensive process of induction that will:

- Welcome new staff to the organisation,
- Provide new staff with information to help them “settle in” and become familiar with the physical and social environment of the new workplace,
- Provide new staff with an overview of the mission, goals, functions and work of Teagasc,
- Clarify the duties and responsibilities of the new job,
- Brief staff on conditions of employment and necessary policy/procedure issues in addition to legislative requirements,
- Ensure new staff are given an overview of the use of technology within the organisation, and
- Ensure that existing staff; promoted or transferred to a new post, are provided with appropriate briefing/training to support them in discharging their new responsibilities.

Requirements / Entitlements

Induction is an important first step in building a two-way relationship between the organisation and a new staff member. It is a process that requires time and commitment from the new staff member, the line manager, work colleagues, the relevant Teagasc Directorate, the HR Department and the Staff Training & Development Unit, in order to establish and maintain good working relationships. All new staff are required to participate in the induction process and to become familiar with appropriate material about Teagasc and about their new jobs.

Responsibilities

The line manager is primarily responsible for ensuring that adequate induction is provided for a new staff member. In carrying out this responsibility the line manager will ensure that the staff member receives adequate information about the organisation, the business unit and the job. If appropriate, the line manager will appoint a mentor¹ to assist and support the induction process. The line manager is responsible for signing and returning the [Induction Process](#)

¹ Mentoring in this situation requires someone to take responsibility for working along with a new staff member and answering questions as they arise, rather than trying to overload the new staff member.

[Checklist](#) to the relevant HR Officer, which is a declaration, that adequate guidance and support has been provided to the new staff member in the course of the induction programme.

The new staff member has a responsibility to commit to, and fully engage with, the induction process, and has joint responsibility with the line manager for signing the Induction Process Checklist and declaring that adequate guidance and support has been received in the induction process.

The HR Partners will work closely with the Staff Training & Development Unit to ensure that induction occurs routinely and uniformly throughout the organisation, and will provide assistance where any difficulties arise. Training will be provided for line managers where necessary.

All existing staff in the organisation should support the induction of new/transferred/promoted staff members with whom they come into contact and be helpful by providing information/assistance especially in the early stages of the appointment.

Timescale

Induction is recognised by Teagasc as being an on-going process of introduction to and integration into the organisation over a period of time, rather than a once off event. A new staff member is not “inducted” on the first morning or even the first week. The induction process for new staff members will begin on the first day of the new employment and will be on going over the early days and weeks of the appointment.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	HR

