

## 2.5 Induction Process

### Key Induction Elements

The standard [Teagasc Induction Process](#) will consist of the following key elements:

- A welcome and introduction to the organisation
- An introduction to the local business unit and to the job
- Clarification of the Probationary Process

### Introduction to the Organisation

Each new staff member will have an initial induction session with their line manager on the first day of employment. This will provide an overview of the organisation, its relationship with other bodies and the environment in which it operates. The [Teagasc Statement of Strategy](#) will be made available to the new staff member and they will be briefed on the mission statement and strategic goals of the organisation. The staff member will be directed to the [new staff member](#) section on the HR page of the Tnet which will include a link to the Staff Handbook. They will be briefed on Teagasc work patterns, leave provisions, good conduct guidelines and all relevant policies and procedures (the line manager may wish to delegate more detailed briefing on some aspects to an appropriate local staff member e.g. Administration Officer, Safety Officer, etc.). Staff related policies and procedures are outlined in the Staff Handbook. Management also publish policies from time to time and these are accessible on the Tnet.

This element of the induction must aim to provide new staff members with an understanding and awareness of:

- Teagasc's mission and strategic goals
- Teagasc's principal functions
- Organisational structures
- Key policies and procedures
- Health & safety issues

In addition to the local introduction to the organisation, a National Induction Day will be staged once/twice a year by the Staff Training & Development Unit with the aim of generating a sense of belonging to a focussed and dynamic national organisation. The new staff member will be invited by the Staff Training and Development Unit to the next scheduled date.

### Introduction to the Business Unit and the Job

The line manager is responsible for introducing the new/ transferred/ promoted staff member to colleagues, for explaining procedures, for introducing the work of the unit, for clarifying the duties and responsibilities of the job, and for generally helping the new staff member to settle into the new work environment.

As an initial step, the new staff member will be provided with a detailed job description and the Business Plan for the management unit. The line manager must clarify the duties, responsibilities and expectations of the new staff member in line with the job description and within the context of the business plan. The responsibility of familiarisation with the business unit and the job may be exercised in various ways, including:

- Written, pre-prepared information

- One-to-one sessions
- Delegation of some aspects of the induction to other colleagues
- Formal appointment of a mentor

The introduction to the business unit and the job will begin on day one and continue over the early days and weeks of the appointment.

### **Clarification of Probationary Process**

As outlined in the Teagasc Probation Guidelines (Section 2.6), all new staff members are to be informed of the requirement to complete an 11-month probationary period. The format and details of this period are to be agreed with the line manager on day two of the induction into the organisation.

At this meeting, the new staff member shall be informed of the length of the probation period and the procedure for this probation period (see 'Probation Guidelines' in the following section). It is the responsibility of the line manager to ensure that the new staff member is aware, as a result of this meeting, of the standards expected of them, the stages of the probation programme, the consequences of a non-satisfactory probation period and the results of a successful one.

### **Planned & Structured Programme**

The integration of a new/transferred/promoted staff member to the organisation is critically affected by the quality of the induction process. A quality induction process will be one that is carefully planned and structured. It is important that the provision of information is paced to avoid an overload and to facilitate its assimilation. Reading and discussion should be alternated to avoid monotony and ensure a proper understanding of the information.

Research shows that a new employee's first three days on the job are crucial. Thus, a planned and structured programme of induction in the local management unit should be developed for the first three days of a new staff member's appointment. Further guidance in relation to this can be sought from the HR Department.

### **Induction Checklist**

The new/transferred/promoted staff member and the line manager will be jointly responsible for completing an [Induction Checklist](#). The Checklist outlines the information and guidance to be given in the Local Induction Programme, in a suggested order of priority. The staff member/line manager should initial each relevant section and sub-section when it has been covered. When the checklist has been completed it must be signed by the new/transferred/promoted staff member and the line manager, or person responsible for the induction, and sent to the relevant HR Officer. An induction checklist can be obtained on the HR section of the T-net.

### **Continuing Work Based Support & Training**

A new staff member will have varying degrees of experience and will be at different stages in their career; however every new staff member will require support in order to maximise their potential. Line managers are responsible for ensuring that staff members are provided with on-going support during the induction period. This support should include joint identification of training and development needs and planned action to meet those needs.

The [Teagasc Performance Management and Development System \(PMDS\)](#) is initiated by a line manager and new staff member at the end of the probation cycle. The Staff Training & Development Unit provides PMDS Induction training for new staff members as part of the National Induction Day. Once PMDS has been initiated, training/development needs are processed on an ongoing basis via PMDS and the annual Staff Training & Development programming process within a Directorate. Training and Development requirements will be identified for the next call for applications in December of each year and training applications should come through the PMDS process.

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