

Templates

Examples only

Orientation Policy

Scope

This policy applies to all new staff and to staff who obtain another position within [NAME] that is substantially different from the one that they previously had.

Background

[NAME] wants to be a good employer. To do this they have developed a comprehensive and informative staff orientation programme to allow new staff members to start work feeling confident that they know the roles and responsibilities of their position and can carry out their job to a safe and acceptable level.

Definition

Orientation supports new staff to:

- Gain knowledge of their role, work place and work systems;
- Clarify what is expected of them;
- Meet consumers and staff of the area they will be working in; and
- Understand [NAME] as an organisation and other community and external links.

Policy

1. All new staff and those that change their job substantially will receive an orientation to their position starting on their commencement date.

Procedure

- The Manager will ensure that before starting work the new staff member has an Employment Agreement, a copy of their job description and a copy of the hours they are expected to work when they have completed orientation.
- The Manager will decide on the most appropriate orientation for each person they are responsible for and ensure the orientation is planned and implemented. The Human Resources and Training Manager is available to assist in planning orientation should this be desired or needed.
- Where it is relevant to the role, consumers will be involved in the orientation process.
- Where practicable the Manager will send to the new person, an orientation timetable and checklist prior to their start date.
- The Manager will check if the new person wants to be welcomed in a way that is appropriate for their culture (e.g., powhiri) and will seek advice on this from the appropriate people (e.g., the Kaumatua).
- Orientation for each new person starts on their first day and will be provided by their manager or a delegated staff mentor.
- Joining Forms and Tax Forms must be completed on the first day of work and sent to the Finance Manager with all other application papers as soon as possible prior to the next pay day. Payment of wages cannot occur without these papers being received by the Finance Manager.

- During the orientation period the Manager is to make time to meet with the new person to provide any support that may be required and to answer any questions the new person may have.

When orientation has been completed the Manager must ensure that a copy of a completed orientation checklist is forwarded to the Human Resources and Training Manager to be kept on the persons file.