Induction
Overview and Guidelines
Getting Started

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Induction: Purpose

To ensure new staff:

- Feel welcomed in The Union Family.
- Are adequately integrated in the organisation.
- Receive support from the line supervisor and other staff members.
- Identify with and are committed to The Union’s Vision, Mission and Seven Strategic Priorities.
Induction: Phases

The induction covers three key phases:

- Pre-Employment
- Orientation
- Probationary Period
Responsibilities: A Joint Effort

Line Supervisors and Human Resources work together to prepare and produce the induction and orientation programme. As a general practice:

- **The Line Supervisor**: explains the requirements of the job, how the role fits in with the rest of the department/unit, presents the departmental organisation and the culture of The Union. Organises informal meetings post-induction, if required.

- **Human Resources**: provides information covered in the Employee Manual, (policies and procedures, performance cycle, terms and conditions of employment and benefits).

- **Department/Unit Heads**: present their departments/units and ensure their information/slides are updated regularly.
## Induction Programme

### PRE-EMPLOYMENT (PHASE I)

- **Job Offer is Accepted in Writing**
- **Documents to Send To New Staff**
  - Contract of Employment
  - Conflict of Interest Disclosure Form
  - Welcome Pack Pre-Joining
  - Building Access Badge (if applicable)
  - Computer
  - Union Email Created
  - Phone Set-Up

- **Office Arrangements**
  - Office Building

### ORIENTATION (PHASE II)

- **Day 1 of Joining**
  - **Welcome Pack Day 1**
    - Supervisor welcomes new staff
    - Tour of The Union Offices
  - Meeting with HR
    - Completing employee forms, taking bank details, explaining the orientation programme
    - I.T.
      - Use of Computers / Data Protection Policy
      - Travel & Logistics
      - Health and Safety

- **Week 1 of Joining**
  - **Welcome Pack Week 1**
  - Presentations by each of the department / unit heads
  - Meeting with Line Supervisor
    - Overview of role and new staff’s responsibilities; and their department/unit
  - HR goes through:
    - Employee Manual, including annual and sick leave procedures;
    - Performance Cycle

### PROBATIONARY PERIOD (PHASE III)

- **During Probationary**
  - Broaden network and contacts within office and across other Union offices
  - Probationary Period Mid-Point Review Meeting with Line Supervisor
  - Feedback on new staff’s experience / integration

- **End of Probationary**
  - One Week Before End of Probationary Period
    - Line Supervisor meeting: New staff informed of successful / unsuccessful completion of probationary period or extension of probationary period
  - Continuous employment or extension of probationary period confirmed in writing before last day of probationary period
Welcome Pack

Pre-Joining Welcome Pack
- Welcome Letter
- The Union’s Mission, Vision, Values
- The Seven Strategic Imperatives
- The Executive Management Team
- The Union At A Glance

Day 1 Welcome Pack
- Institute Organisation Chart
- Paris Headquarters Organisation Chart
- Country/Regional Office Organisation Chart
- Project Matrix

Week 1 Welcome Pack
- History of The Union
- Office Factsheets
- Membership
- Centennial Campaign
Orientation Content: Organisational and Local

❖ Organisational (Core) Content

Ensure to provide key information on the:
- The Union’s Seven Strategic Imperatives
- Technical Departments (TB and HIV; Tobacco Control; Lung Health and Non-Communicable Diseases; Research)
- Organisational Charts (these are presented in the Day 1 Welcome Pack)
- Union (organisational) policies – Human Resources, Finance, Travel, Learning and Development.

❖ Local Content

Information specific to the office, including its programmes and projects, the office organisational chart, and the office policies and procedures.
## Orientation Programme (example)

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
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</thead>
</table>
| ▪ Welcome by Line Supervisor | ▪ Presentations by Department / Unit Heads:  
  - Overview of department / unit functions and projects | ▪ Presentations by Department / Unit Heads:  
  - Overview of department / unit functions and projects | ▪ Presentations by Department / Unit Heads:  
  - Overview of department / unit functions and projects | ▪ All day with Line Supervisor; Presentation of:  
  - Role and responsibilities  
  - Department / unit procedures  
  - Union culture |
| ▪ Office Tour | ▪ Meeting with HR:  
  - Completion of employee forms (bank details, emergency contact details)  
  - Welcome Pack Day 1  
  - Performance Cycle | ▪ I.T.  
  - Computer System  
  - Data Protection | | |
| ▪ Travel and Logistics  
  - Telephone System  
  - Health and Safety | | | | |
Post Induction

- Invite feedback from the new staff on the induction and orientation programme and make improvements, if required.
- Keep electronic / printed material of presentations up to date.
- Continue to have informal meetings with the new staff to monitor integration, and discuss any concerns.