

Staffing & Employment
HACC Standard 3
AQTF Standard 7
Review Date June 2011

Policy Number: SE3
Number of pages: 2
Attachment: 1

POLICY REGISTER

Subject: Orientation of New Staff

Primary Responsibility:

Office Manager, Operations Manager and Executive Officer

Policy Statement

WSCF is committed to ensuring new staff members are provided with appropriate support and orientation to facilitate their integration into the organisation and the requirements of the position.

Procedure

1. The Office Manager will ensure a package of relevant reading is available for the new worker. This may include Constitution, Policy and Procedure Manual, OH&S Manual, Previous Annual Reports. A Learning and Development Kit will be provided to all new Learning and Development staff and Training contractors.
2. A personnel file will be created and will initially include the
 - Employees' application for the position
 - A signed copy of the letter of offer for the position
 - Employee Information Form including bank details and emergency contact details
 - ATO Employment Declaration Form
 - Superannuation Fund Membership Form
 - Drivers licence and vehicle if applicable
3. The Office Manager will organise an induction program for new staff, including:
 - Meeting with other staff at WSCF
 - Familiarisation with WSCF systems and procedures
4. The Operations Manager will be present to welcome and orientate the worker re:
 - Visits to relevant organisations
 - Attendance at relevant networks/forums/interagencies

- Establish weekly meetings with for the first month followed by monthly meetings
- 5. The Operations Manager will seek to address any training or other developmental needs identified by the new staff person in the first three months of their employment.
- 6. The Operations Manager will work with the new staff member to develop a Workplan in accordance with the position and organisational priorities within the first two months of employment.
- 7. At the completion of three months employment with WSCF, the new staff member, the Operations Manager will meet to conduct a probationary review regarding the new staff person's progress and identify solutions to any problems.
- 8. The Operations Manager will make recommendations to the Executive Officer re the outcome of the Probationary Review and advise the staff person accordingly.

Adopted by the Board on: 02/06/2009

CROSS REFERENCE

- SE1 Recruitment Policy
- SE2 Equal Employment Opportunity Policy
- Staff Induction Kit
- Occupational Health & Safety Manual
- Harassment Policy