

INDUCTION PROCEDURE

La Sentinelle Group Induction Procedure

Introduction

An induction helps the employee to become integrated into the organisation, maximising morale through early success and quickly raising the level of performance. Recruitment is not complete until the individual is effective in the job and has adopted the values of the organisation.

Induction starts during the recruitment process and covers the period between acceptance and the employee becoming effective in the new role; it is important for both external and internal recruits – both have things they need to know if they are to contribute effectively.

Successful recruitment can be undermined by poor induction. The cost of induction is insignificant compared with the cost of recruiting and training a replacement.

Requirements

All employees, whether newly recruited or transferred/promoted within La Sentinelle Group must be provided with sufficient information about the Group, the top-management, the department and the job to assist their integration into their new position. This is particularly important for people from different cultural backgrounds and different corporate culture.

Purpose

The induction programme should meet the needs of all staff of La Sentinelle Group.

What are the objectives of the induction programme?

To ensure that staff become effective as quickly as possible;

- To communicate the Group's culture, values and policies;
- To clarify La Sentinelle Group's objectives, structure and working arrangements;
- To convey the objectives, structure and working arrangements of management and the Department;
- To encourage commitment and motivation through a sense of belonging;
- To agree objectives for the initial period of employment;
- To explain to the new employee the changes that are taking place in the organisation.

	Compiled By	Approved By
Designation	HR Officer	QMA
Signature		



INDUCTION PROCEDURE

	Compiled By	Approved By
Designation	HR Officer	QMA
Signature		