

## **APPENDIX 5 – INDUCTION**

### **PURPOSE**

#### **Employee**

To help the new employee settle into NICVA, by providing essential information about the work of NICVA, the terms and conditions of employment and the post in more detail. The objective is to help ensure that the employee passes each stage of the probationary period.

#### **Line Manager**

The induction period allows the line manager to train, guide, monitor and appraise the work of the new employee, ensuring that this is done thoroughly and thereby giving employees every opportunity to pass their probationary period.

### **RESPONSIBILITIES**

#### **(1) Line Manager**

- (i) To guide and manage the new employee's first few weeks of the job.
- (ii) To monitor and assist the progress of the new employee throughout the probationary period.
- (iii) To make a recommendation to the Director of Corporate Services for completion of probationary period.

#### **(2) Human Resources Manager**

- (i) To introduce the new employee to all staff.
- (ii) To arrange meetings for the new employee with managers and members of staff as set out in the Induction Record.
- (iii) To ensure the procedure is completed.

### **STAGES OF INDUCTION**

The probationary period shall last for six months.

## **Stage 1**

Stage 1 commences on the employee's first day at NICVA and shall normally last two to four weeks. On their first day the new employee shall informally meet all members of staff and be shown NICVA's resources, eg printroom, kitchen, reception, etc, by the Human Resources.

The Human Resources Manager will set out the structure of the organisation, explain how their job fits into NICVA and explain the purposes of the induction procedure.

Over the initial two to four weeks the employee will meet all staff as described in the Induction Record and complete this Induction Record. On completion of the Induction Record the new employee and the line manager will discuss the meetings, assess whether further meetings should be arranged, and hand over the completed form to the Human Resources Manager.

## **Stage II**

Stage II commences two to four weeks after the employee's start date or as soon as the employee has completed Stage I and lasts until one week before the end of the probationary period. Throughout this period the line manager will:

- (ii) Guide, facilitate and monitor the work progress of the employee.
- (iii) Regularly meet with the employee to review progress and identify any weak or problem areas.

## **Stage III**

Stage III commences one week before the end of the probationary period. The line manager and employee shall meet and discuss the probationary period – if both parties feel that the induction period has been successful, then the line manager will confirm this in writing to the Human Resources Manager. If either feel that the induction period needs to be extended, then the line manager shall inform the Human Resources Manager, clearly identifying problem areas and agreeing a date for further review.

Once the probationary period has been successfully completed, the new employee will be confirmed into NICVA's staff and will have the right to join the Pension Scheme. The employee should still be continuously appraised after this period, in accordance with NICVA's Appraisal Policy (refer to Appendix 18).

If the employee's performance is unsatisfactory at the end of the probationary period, and the probationary period has been extended in order to give the employee an opportunity to make improvements, but the performance is still unsatisfactory, then the line manager will make a recommendation to the Director of Corporate Services that the employee is not confirmed in post.

## **INDUCTION RECORD**

This is Stage I of the Induction Procedure and by meeting with staff the new employee should be aiming to achieve the following:

- (1) To appreciate the role, activities and structure of NICVA.
- (2) To understand how he/she fits within the organisation.
- (3) To understand the terms, conditions, rights and obligations of the post.
- (4) To get to know all NICVA staff and their roles and responsibilities.
- (5) To identify the resources available within NICVA.

Employee's name: \_\_\_\_\_

### **(1) CHIEF EXECUTIVE'S UNIT**

#### **Chief Executive**

- (i) NICVA's Mission, Vision and Values  
NICVA's role in the voluntary and community sector  
NICVA's relationship with other voluntary, community and statutory organisations  
Management Group and Executive Committee
- (ii) Responsibilities of the Chief Executive
- (iii) Relationship between postholder and Chief Executive

Date of meeting: \_\_\_\_\_

### **(2) CORPORATE SERVICES**

#### **Director of Corporate Services**

- (i) Structure of NICVA:
  - Legal Status
  - AGM – purpose and function
  - Executive Committee and sub-committees
  - Funding

- (ii) Activities of Corporate Services
- (iii) Responsibilities of Director
- (iv) NICVA Pension Scheme
- (v) Insurance: NICVA, its employees and volunteers

Date of meeting: \_\_\_\_\_

### **Human Resources Manager**

- (i) Terms and conditions of employment (Staff Handbook)
- (ii) Structure of NICVA and how job fits into the organisation
- (iii) Personnel file – contents and rights of access
- (iv) Health and Safety at Work:
  - Policy and Practice
  - First Aid and Accident Book
  - Smoking
  - Emergency and Fire Procedures
- (v) Telephone system:
  - How to use it
  - Personal calls
  - Switchboard
- (vi) Facilities:
  - Print Room
  - Conference facilities
  - Catering
  - Use of premises – keyholders
- (vi) Travel

Date of meeting: \_\_\_\_\_

### **Skills Development Manager**

- (i) Reaching Communities Programme
- (ii) CLP Program
- (iii) Consultancy Training

Date of meeting: \_\_\_\_\_

### **Head of Fundraising**

- (i) NICVA's Fundraising Strategy
- (ii) Role of Fundraising Unit in NICVA

Date of meeting: \_\_\_\_\_

### **Finance Manager**

- (i) Financial procedures
- (ii) Pay and expenses

Date of meeting: \_\_\_\_\_

### **Head of ICT**

- (i) ICT function over view
- (ii) CRM training (3<sup>rd</sup> or 4<sup>th</sup> week)

Date of meeting: \_\_\_\_\_

### **Systems Administrator/Engineer**

- (i) NICVA's use of computers
- (ii) Computer policy
- (iii) Computer training

Date of meeting: \_\_\_\_\_

**(3) POLICY**

**Director of Policy**

- (i) Activities of Policy & Research
- (ii) Responsibilities of Director

Date of meeting: \_\_\_\_\_

**Research Coordinator**

- (i) Role and services of Research

Date of meeting: \_\_\_\_\_

**Policy Coordinator**

- (i) Role and services of Policy Development

Date of meeting: \_\_\_\_\_

**(4) MEMBER SERVICES**

**Director of Member Services**

- (i) Activities of Director
- (ii) Responsibilities of Director

Date of meeting: \_\_\_\_\_

**Information and Communications Manager**

- (i) Role of Information and Communications Unit
- (iii) NICVA's PR and media work

Date of meeting: \_\_\_\_\_

**Information Officer (3<sup>rd</sup> or 4<sup>th</sup> week)**

- (i) NICVA Style Guide and branding
- (ii) NICVA News & Enews

Date of meeting: \_\_\_\_\_

**Web Editor (3<sup>rd</sup> or 4<sup>th</sup> week)**

**Info and Communications**

- (i) Websites and content

**Staff Fund**

- (ii) Purpose of Staff Fund & Voluntary deductions

Date of meeting: \_\_\_\_\_

**Member Services Manager (Charity and Membership)**

- (i) Role of Member Services Manager
- (ii) Activities of function

Date of meeting: \_\_\_\_\_

**Member Services Manager (Funding and Information)**

- (i) Role of Member Services Manager
- (ii) Activities of function

Date of meeting: \_\_\_\_\_

**Membership Officer**

- (i) Membership
- (ii) Membership services

Date of meeting: \_\_\_\_\_

**(5) MISCELLANEOUS**

**UNISON**

- (i) NICVA/UNISON relationship
- (ii) Union structure and membership
- (iii) Staff Section role and meetings

Date of meeting: \_\_\_\_\_

**Staff Fund (PA to Chief Executive)**

- (i) Role of PA

Date of meeting: \_\_\_\_\_

**Comments (Line Manager and employee):**

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Date: \_\_\_\_\_

**Return to Human Resources Manager:**

Date: \_\_\_\_\_