



# Induction of New Employees

SAMPLE



## What is Induction?

- Induction is the process of integrating new staff so they can acclimatise to their new working environment.
- An induction programme provides all the information needed for easy integration and coincides with providing all the information that new employees need without overwhelming them.
- Inductions differ dependant on the organisation, whether the organisation is large or small will depend on the length and nature.

SAMPLE