

HOW ARDCO

BUSINESS & HR SOLUTIONS

Workplace Orientation and 3 Month Induction Plan



WORKPLACE ORIENTATION AND 3 MONTH INDUCTION PLAN

STAFF NAME

START DATE

POSITION

WEEK ONE ORIENTATION

FIRST DAY IN OFFICE / /	Scheduled for	Completed
e.g. Introductions/office tour/settle in/setup desk/payroll paperwork		
Business Overview and Role Familiarisation	Scheduled for	Completed
e.g. History of business, role overview, meet other staff.		
Review of Job Description and Priorities		
Organisation structure		

Our Products and Services	Scheduled for	Completed
e.g. website, programs, materials, client services		
Our Clients	Scheduled for	Completed
e.g. Who they are		
What they do		
What we do for them		

Our Partners and Suppliers	Scheduled for	Completed
e.g. Alliances. Key partnerships		
Our Processes	Scheduled for	Completed
e.g. Operations Manual, HR Manual, OHS		
IT Network and Passwords		
Payroll administration		
Office meetings		

MONTH ONE

Commencing / /	Scheduled for	Completed
Familiarisation and Getting Started		

MONTH TWO

Commencing / /	Scheduled for	Completed
Implementing Key Tasks		

MONTH THREE

Commencing / /	Scheduled for	Completed
Achieving Results and Planning ahead.		

MONTHLY INDUCTION REVIEW

Month	With	Completed
Month 1		
Month 2		
Month 3		

Completion dates and signatures

EMPLOYEE

DATE

MANAGER

DATE

NOTES:

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