



Human Fertilisation & Embryology Authority

Induction and Probation Policy

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1. Introduction

- 1.1. The HFEA recognises that induction is a vital part of welcoming new staff and helps them to understand what we do, where they fit in, expected standards and support available. It is also important where existing staff take on new roles that they are given additional support to settle in and understand their new responsibilities.
- 1.2. Research shows that new employees are most likely to leave new jobs within three months of starting; it is vital therefore we welcome and induct staff into the HFEA to make sure we retain them.
- 1.3. These guidelines have been drawn together to assist managers in providing the best induction that suits individual needs.
- 1.4. Whilst some aspects will apply to all new starters, managers should meet with new staff to discuss individual understanding and needs and tailor induction appropriately.
- 1.5. The HFEA has a policy that all staff will be placed on probation when they commence with the organisation. This is designed to be a period during which additional support and instruction is provided by the manager to ensure that the new employee is able to fulfil the functions of their post and address issues early on should any arise and NOT as a 'safety net' for poor recruitment.
- 1.6. These guidelines are applicable to all staff employed by HFEA.

2. New Starter Sessions

- 2.1. All new starters are required to attend a starter session with Human Resources on their first morning. The purpose of this is to:
 - welcome the person to the HFEA and verify the person has started on the date planned
 - ensure that we have correct bank and other details to join the employee onto the payroll
 - issue an ID badge
 - receive any documentation that is outstanding (copy of passport/qualification certificates)

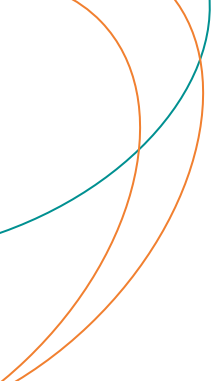
- discuss any contractual issues arising
 - inform staff about key policies
- 2.2 In addition the new employee will be given a Starter Pack which will outline some basic information about the HFEA. At the starter session all new staff will be reminded of their date/s to complete the HFEA's central induction programme.
- 2.3 On their first day, new employees will also be asked to complete the Cabinet Office IT Security training.

3. Central Induction Programme (Mandatory)

- 3.1 HR will book new starters onto an induction programme after they commence work and will confirm this date, which will then be copied to the manager. The central induction programme could be a one day session involving a few new employees, or it could be a series of 1:1 sessions with relevant departments.
- 3.2 It is important and mandatory that people are released to attend induction training early in their employment and this should normally happen within the first two months of the start date. If the booked date/s clash with a pre arranged local induction event or other appointment, which cannot be changed, the manager should contact the HR department to arrange for the individual to attend the next available induction date.
- 3.3 Details of what is covered on the central induction programme can be found in the induction checklist

4. Local Induction Programme

- 4.1 In addition to the central programme, it is important that a structured local induction is arranged through the line manager.
- 4.2 On their first day the new employee should meet with their line manager. The line manager is responsible for welcoming them to the department and introducing them to their colleagues and to their work environment.
- 4.3 The induction checklist gives a framework for what should be included



in the programme. Additionally line managers are encouraged to draw up additional sessions including training with other members of staff and meetings with individuals both internal and external with whom they will work closely.

- 4.4 Managers should also identify a member of staff to act as mentor to the new arrival for a specified period. This may be from a different department.
- 4.5 Managers should agree the timescales with the employee for carrying out their local induction and review on a regular basis to ensure that information is understood and new issues arising are addressed.
- 4.6 Whilst many aspects will be covered fairly quickly, overall a full induction can take up to six months or more, especially where additional training is identified to support the individual in undertaking the role. Induction programmes may also vary according to the nature and seniority of the post as well as the employee's previous experience. This should be recognised when setting objectives and reviewing progress.
- 4.8 It is helpful to meet regularly with the individual during their induction period; it is particularly effective to do this after their first week to see how things have gone and how they are feeling.
- 4.9 Remember that small things may mean a lot. Ensuring that people know the new employee is coming and that they have the equipment they need, will all contribute to a positive experience.

5. Manager's Responsibilities

- 5.1. It is a manager's responsibility to ensure that staff are given a full and appropriate induction into the workplace. This includes ensuring that staff:
 - are welcomed;
 - arrival is planned, e.g. desk, equipment, etc. is in place;
 - are released to attend central induction;
 - are booked and released to attend other core training;
 - discuss personal training and develop needs and a programme is drawn up accordingly;
 - are given TRIM training by the Departmental 'superuser'
 - receive regular supervision;

- are aware of health and safety issues, e.g. what to do in the event of fire
- are made to feel part of their own and the wider team

5.2 Managers should also ensure that the following departments are aware of all new starters:

- IT (login and password to IT systems & information on packages to be accessed and any IT training needs)
- Facilities (update telephone lists & allocate telephone extension)

5.3 Managers must also ensure they follow the probationary process, giving early and regular feedback to staff, particularly where concerns emerge.

6. Staff Responsibilities

6.1 New staff must:

- attend induction events and training or other development programmes, including health and safety and equality and diversity;
- read and apply policies or procedures that are given to them;
- ensure that they raise any concerns or problems promptly with their manager to ensure that appropriate support can be provided;
- comply with all reasonable and lawful instructions, especially those relating to health and safety.

7. Probation

7.1 All new starters, whether permanent or fixed term, will serve a probationary period. Probationary periods are as follows:

permanent staff	6 months
fixed term staff (2+ years contract)	6 months
fixed term staff (1- 2 years contract)	3 months
fixed term staff (up to 12 month contract)	6 weeks

Probation provides time for the new employee to adjust and allows the line manager time to ensure the new employee can satisfactorily meet performance expectations. The probation period provides an opportunity

for a new employee to demonstrate the ability to perform the essential functions of his/her job.

- 7.2 Supervisors are expected to work closely with employees during this period. It is important that standards and policies, including performance, attendance and conduct as well as professional issues are made clear at the start of the probation process. Time spent setting expectations and quality standards at this point can save time, effort and stress of performance management or disciplinary issues in the future, including failure of passing probation. Where issues arise these should be dealt with promptly and fairly with support offered.
- 7.3. Frequent discussions on employee progress are suggested so that the employee has a clear understanding of whether they are meeting the expected standards or whether improvements need to be made. There is also an opportunity to put in place additional support, to help the employee meet the standards. The probation outcome should not come as a surprise.
- 7.4. HR will provide the Line Manager with a probation form (which can be found on the intranet) six weeks before a probation period is due to expire (permanent staff or fixed term staff on a contract of one or more years), or one week (fixed term staff on a contract of less than one year).
- 7.5. When a Line Manager proposes to terminate a probationary employee they must discuss it with HR and they must have reasons clearly stated, including demonstration that the concerns have been raised with the employee and they have been given an opportunity to improve.
- 7.6. Any termination of employment (including failing probation) must be done in line with the HFEA's Capability Policy.
- 7.7. Where the probation outcome is successful, the manager should complete this at the end of the probationary period and return it to HR. HR will then send a formal letter to the staff member concerned, confirming the outcome.
- 7.8. Probations may be extended if the need for additional time to determine the new employee's ability to meet performance is justified. Any extensions to probations must be discussed with HR, in the first instance.

INDUCTION CHECKLIST

Employee Name:

Manager:

Department:

Managers should meet with staff on the first day and discuss their induction programme. The following checklist should be given to the new employee by the manager and work through it together. For some items, i.e. attending HR and the Central Induction Programme only the dates attended will need to be inserted. The employee may wish to note any comments from issues which arise to discuss these with their manager.

Some aspects may have more relevance to some staff than others and the order of topics covered or time for completion will vary.

Item to be covered	Date to be done	Date completed	Comments, further actions
Meeting with HR	1 st morning		
ID badge issued			
Employee starter pack issued			
Tour of premises			
Dress Code			
Policies & Procedures			
Absence/Sickness			
HR.Net			
CENTRAL INDUCTION			
Welcome to the HFEA (CE/Director)			
What is ART and current research issues?			
Role of Information			
Business Planning & Risk Management			
Role of Communications			
Role of Policy			
Role of Licensing			
Role of Legal			
Health & Safety Essential Training			
Equality & Diversity Awareness			

LOCAL INDUCTION			
Introduction to colleagues			
Directorate information			
Employee's Role/Needs			
Explanation of duties/expectations			
Hours of work - flexible working options			
Identification of initial training or development needs			
Supervision and PDP			
Local policies & procedures			
Confidentiality and Cabinet Office Security training			
Local record keeping			
Local representatives on Staff Forum			
Team meeting dates and arrangements			
Personal calls at work/use of personal emails			
IT systems /Telephone/TRIM			
Office equipment			
Staff directories			
Intranet/Internet			
Housekeeping			
Visitors to the building			
Ordering supplies – purchase orders			
Financial Procedures			
Other Useful information			

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