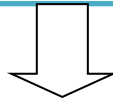


Induction of Staff Procedures

Associated Policy – Staff Induction Policy

Procedures

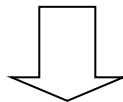
Before commencement: Once the recruitment process has been finalised, the manager commences the induction process by completing the [Onboarding Checklist for Managers](#) . Most of this checklist should be completed before the employee's first day.



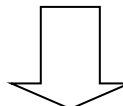
On commencement: New staff must commence the [CIT Online Staff Induction on eLearn](#). A link to this course is also located on the [Staff Induction page on the SIS](#). The course contains three stages to be completed:

- First Week
- First Month
- At Two Months

New staff must read each section of the online induction and complete the quiz within each section together with their manager



By the end of three months: Once the new staff member has completed the online induction and received a 100% grade for all three quizzes, they will be able to print off their completion certificate which will allow them to collect their welcome gift from Student and Academic Services (SAS).



Evaluation and continuous support: A notification of completion is sent to CIT Human Resources (HR) when a staff member has completed their online induction. This notification is then checked and forwarded to Shared Services for placing on the new employee's personal file and recorded in the Human Resources Management System. This allows CIT HR to report on, monitor and evaluate the CIT Induction program.