



# **New employee induction program guide In the federal government**

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## Introduction:-

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This document aims at introducing the induction guide for new employees as reference to human resources departments in designing induction programs for new employees in their entities.





## The importance of induction program for new employees

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- Introducing the new employee to the ministry/entity
- Building training and development plans for new employees by identifying all levels of competencies and skills required in the ministry/entity
- Building the trust by integrating and involving new employees into the work environment
- Leave a positive impression on the new employee by clarifying the basics of success at the work in the ministry/entity
- Building a new work culture in ministry/entity which is based on performance and productivity



# Induction program for new employees





## Definition of the induction program for new employees

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It is the process of initial introduction done by the human resources departments at the beginning of the employee's enrollment in the ministry/entity. This program includes all new employees and being conducted during the first two months from employee's joining date.

The introduction process includes:

- Overall demonstration of the ministry/entity
- Field visits to different sectors and departments in the ministry/entity

In order to inform them of the organizational aspects and roles that will be assigned to them. In addition to the strategic directions and values of the ministry/entity



## Objectives of the induction program for new employees:

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Welcoming the new employees and facilitating their integration process into the federal government by defining the objectives of the ministry / federal authority, the organizational structure and the specialties of its sectors.

Informing the employees about their rights and duties by introducing the Human Resources policies, regulations and procedures in the ministry/entity



## General rules for induction program for new staff:

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It is suggested that the induction program should be applied to all newly recruited staff or staff returning to Federal Government after a break of more than 12 months

The program shall be conducted during the first two months from employee's joining date

The induction program duration should be between 1 - 3 days (maximum)





## Roles and responsibilities within the induction program

M	Organization	Responsibilities
1	Human Resource Department in the ministry/entity	responsible for the preparation and implementation of the induction program
2	New employee's line manager/Director of the concerned Department	Ensure new employee's participation in the induction program and plan field visits in coordination with the Human Resources Department
3	Current employees in the ministry/entity	Provide all the information and support necessary to ensure smooth integration of new employees into the work environment
4	New employee	The new employee's interest is the cornerstone of the induction program



## The content of induction program for new employees

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- Welcome message from the Minister/ Director General (or his representative)
- Vision, mission and objectives of the ministry/entity and its roles and organizational structure
- Ministry's/Entity's policies and regulations
- Human resources policies and procedures
- General guidelines for information security, individuals and government property, health and safety systems, etc



## Documents required to be provided to employees :

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- Welcome letter from the Minister/ Director General (or his representative)
- Employee's approved job description
- The Code of Professional Conduct and the Ethics and code of confidentiality
- Employee Guide
- The contract for the employee
- Bayanati System Requirements



## Documents required to be provided to the new employee

- The annual performance document the includes expected objectives and behavioral competencies required in accordance with the management system for federal government employees
- Individual development plan according to the training and development system in the federal government

These are completed by employee's line manager and the manager of the employee's department and supported by the human resources department of the ministry/ entity





## Content of the employee's guide :

- The strategic and operational plans of the ministry/ entity
- Ministry's/ entity's Organizational Structure and Performance Indicators for the Strategic Planning
- Human resources law in the federal government
- Human Resources regulations and legislations in the Federal Government
- Performance Management System for Federal Government Employees and the Annual Performance Document Form attached thereto
- The training and development system for federal government employees and the individual development plan model attached to it
- Code of professional conduct and the ethics in the federal government
- The policy of information security and the use of the Internet by the federal authority or any internal regulations or policies in the federal authority



# Field visits for new staff





## Field visits for new staff:

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After completion of induction program for new employees, the Human Resources Department in cooperation with employee's line manager / director of the concerned department arranges field visits across all the departments and the employee will be informed about expected tasks according to his/her job description, and provides training for the new employees if needed

The field aim at introducing new employees to the nature of the work that is assigned to them by introducing them to different sectors and departments who they might interact with in future





## General rules for the field visit programs for new employees:

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- The duration and content of the field visits varies from (one week to one month) depending employee's qualifications and experience
- A coordinator from each department should be appointed to oversee the new employee's adaptation and understanding of the new roles and responsibilities and to train on assignments if necessary.





## Requirements for preparing the field visits program

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- A schedule indicating the duration and time frame required to complete the induction program for the new employees
- Identify the departments that should be included in the new employee's indicative program
- Determine new employee's nature of the work and the expected tasks and train them in different departments during the program
- The ministry/ entity shall set criteria for the selection of guides/mentors. The Guide shall be selected in coordination with the direct line manager
- The guide/mentor is selected by certain criteria determined by the ministry/ entity
- Identify the training courses - if necessary - within the new employee's induction program, which facilitates the understanding of the tasks and nature of his work more quickly and comprehensively



## Evaluation of induction program for new employees

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The ministry/ entity evaluates the induction program periodically through a questionnaire distributed to employees and their line managers to assess the actual impact of the program. The current employees can also be included in the induction program for new employees



Thank you