

MUSIC BROADCASTING SOCIETY OF SOUTH AUSTRALIA, INC

STAFF INDUCTION

1. RESPONSIBILITIES

It is the responsibility of the **Human Resources Coordinator** to ensure that:

- an Induction Coordinator is assigned who will be responsible for arranging the induction of new staff;
- all new staff participate in an induction program.

It is the responsibility of the **Induction Coordinator** to ensure that:

- an induction kit (electronic or hard copy) is developed, containing relevant documents, including information about Music Broadcasting Society of South Australia and its policies;
- the induction kit is kept up to date with relevant information;
- the quality of the induction process is maintained.

2. PROCEDURES

The Induction Coordinator must schedule all new staff to attend an induction on their first day at the station, nominating the area where the induction will be conducted, and ensuring all necessary resources are available.

In cases where a new staff member cannot be inducted by the Induction Coordinator, the Induction Coordinator must arrange for an appropriate Coordinator or Supervisor to carry out the task.

All of the required information must be communicated to the new staff member, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with members/customers, physical layout of the site, etc. This will ensure that staff can work safely and represent the organisation effectively.

The Induction Coordinator will tailor the induction program to suit the needs of the staff member being inducted and provide the appropriate information to them.

The Induction Coordinator will assign a mentor who will help induct the new staff member. The mentor will

provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff and be involved in giving feedback.

The Induction Coordinator is responsible for following up the staff member's induction.

The Induction Coordinator will work through an Induction Checklist for each new staff member, ticking each item as it is addressed and crossing out those items not applicable. They will ensure that the new staff member and the Station Manager sign the Induction Checklist on completion.