**BSBHRM506: Manage Recruitment, Selection & Induction Process**

**Task 3: Induction Policy & Procedure Template**

**Title Page**

**Contents**

**Introduction** *(follow the instructions as per Task)*

**Induction Program & Training** *(Combine Induction program and Induction training and support – the following will help you get going with this part of the procedure. Ensure you give a short introduction to the following table. Make sure the following topics will cover induction for 1 day – 8 hours.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session Titles**(The specific topics you will cover in the Induction) | **Facilitators**(Who will deliver this part of the induction) | **Location**(where will the induction be carried out) | **Date & Time** | **Methods of Delivery**(how & what resources will you use) | **Date Completed & Sign Off Checklist** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Provide the following induction toolkit which includes:
	* aaa
	* bb
2. Induction Process Feedback from Facilitator
3. Induction Training Feedback from Employee

**Overseeing of Probation Employees** *(outline the steps you will take to implement and monitor probation including capturing the progress information on the new employee. Ensure you specific who you will communicate with and where you will file the progress reports)*

1. aaaa
2. bbb
3. ccc

**Appendix** *(Induction Feedback – Employee & Induction Feedback - Facilitator)*