



RHODES UNIVERSITY

INDUCTION POLICY

Purpose

Rhodes University would like to ensure that all newly appointed staff receive appropriate induction, initial training and the necessary support to meet early job demands. The induction process is necessary to facilitate the transition of new employees into the working environment and enable them to respond effectively to new responsibilities. Induction is a briefing, orientation and socialisation process.

Induction Procedure

1. Responsibilities

It will be the responsibility of the department concerned to ensure that new staff members to the department receive induction and complete the induction programme. This involves ensuring that adequate time is set aside for the appropriate briefing and orientation of the staff member and encouraging the individual to acquire the necessary training.

In turn, the new staff members must take responsibility for his/her induction in order to obtain the maximum benefit from the process. Together with his/her HOD, the staff member will be held accountable for completing the induction programme.

The HRD Section of the Personnel Division will be responsible for compiling, in conjunction with the relevant Head of Department/Division/Section (hereafter referred to as HOD), the individual induction programme and the issuing of induction programmes to new employees. The Induction will cover the area of personnel documentation, housing, medical aid, insurance, staff cards, industrial relations (grievance and disciplinary procedures), training and specific job functions. The staff handbook, which covers many other areas, will be handed to the member of staff.

The HRD Section will also provide the necessary mentorship training and will give information and guidance to HODs on the induction process.

2. Mentoring

Some form of mentorship by colleagues will assist in orienting new staff members into the organisation culture. In certain circumstances it is advisable to supply a formal system of guidance and support to staff entering new careers. The Head of Department should in such cases delegate the mentoring role to a suitable staff member within the department.

3. Process

- 3.1. New support staff members will be advised during the recruitment process to report to the Personnel Division on their first day of work. New academic staff will report to their HOD on commencement of duties.
- 3.2. The HRD Section will liaise with the relevant HOD regarding the content of the induction programme for support staff. The CHERTL and HRD will liaise with the HOD regarding the programme for academic staff.
- 3.3. On arrival of the new staff member the Personnel Division will issue the induction programme and complete the relevant section.
- 3.4. A member of the Personnel Division will escort support staff to their new department.
- 3.5. The relevant HOD will ensure the provision of specific on the job training and ensure that all sections of the induction programme are completed. Should further training be urgently required, the HOD must contact the HRD Section who will make the necessary arrangements.
- 3.6. After a period of three months a follow up interview with the individual will be conducted by the HRD Section to assess any problem areas and to follow up on training requirements. Thereafter the HRD Section will liaise with the manager on the successful integration of the staff member.

Please note - At the East London Campus the Administration Officer will complete the liaison functions listed for the Personnel Division/HRD Section for new staff members in East London.