**MANAGER INDUCTION GUIDE**

When a new member starts in your department, it is important that specific activities are completed to make him or her feel at home. It is also important for both parties to clarify expectations.

A mentor needs to be appointed for the new staff member. It is the responsibility of the appointed mentor to ensure that all the administrative related issues are finalised and to be available to assist the new staff member settle in. The manager’s job is to ensure that the mentor executes these responsibilities.

**RESPONSIBILITIES**

Depending on the seniority of the new member and the complexity of his/her tasks, the departmental induction will be done by the manager or delegated supervisor.

1. Introduce the new member to the Division / department and their working ways by:
* Introduction to all the role players within the Division / Department.
* Explanation of how the Division / Department functions in terms of meetings,

 communication, planning processes etc.

* Explanation of the vision and objectives of the Division / Department.
* Explanation of where the new member’s job fits into the whole department.
* The role of the Division / department within the broader University community.
* Update on all relevant Standard Operating Procedures (way of working) in the
* Department / Division.
1. Explanation of the staff member’s job profile
* Step by step explanation of what is required from the new staff member. A clear indication must be given to the member of what is expected from him / her through the job profile against timelines. If the involvement will be to work on certain projects, the status as well as history of the projects must be explained in detail.
1. Introduction to the University
* The areas in the University where the new member will be expected to get involved in must be explained to the new member. Additional detail regarding related work history of that area, the contact person in that area etc. with the expected results, must be convey to the new member.
* Although the mentor is responsible to assist the new member in general inquires and settling in,

 the line manager needs to confirm that these tasks are adhered to.

* The line manager must encourage the new member to participate in activities of interest, especially applicable to members that are new to Grahamstown. Involvement in the University and / or Grahamstown life will enhance the settling down period.