New Employee Induction: Our Company- Our Employees!

Overview

Our company is a Web design and development company. Today is the first day of induction for a new junior employee. Part of the induction process is to enable the new employee to explore other team member’s roles in order to gain a better understanding of the different aspects of work the company delivers.

Of course the best way to do this is face-to-face; however, as an International company this is not entirely possible. The new employee will be introduced to the company communication tool 'Yammer' which will enable them to communicate with employees from offices in other parts of the world.

Objectives

The new employee will:
1. Meet with and be introduced to those staff present within the office at morning tea.

2. Introduce themselves to other members of staff, explaining a little bit about their background: who they are, where they are from, what their previous role has been, what is their experience is etc.

3. Observe and practice how to use basic office equipment such as phone, fax, photocopier and computer.

4. Log onto their computer using their company user name and password.

5. Observe how to use the office communication tool 'Yammer'.

6. Set up a Yammer log-in to allow exploration of what other staff members are involved in within the organization.

7. Explore Yammer posts, posting questions about staff roles and responding to posts where appropriate.

Materials

- Phone
- Fax
- Photocopier
- Computer with internet access. (Including passwords and user names for new staff member)

Procedure

PART 1: Getting to know the company and staff. (Day 1)

1.* Prior to the new employees start date, the Office Administration Manager will send out invitations via Yammer to ask all members of staff to attend morning tea where they will meet the new employee. The Yammer post should include the following:
   - Where
   - When
- Time
- Name of new employee and their role

2. All staff to meet at the designated time and place to meet with the new employee. Office Manager will introduce the new employee to other staff.

3. New employee will introduce themselves to other staff, telling them a little bit about themselves. The new employee may wish to share personal information such as whether they are married or have children, or they may wish to keep it to a professional level discussing their previous roles and experience.

4. After morning tea the Office Manager will introduce the new employee to basic office procedures such as the phone, fax, and photocopier. The Office Manager should then provide the new employee with a username and password and show them how to log into their computer.

5. New employee to Log-in.

6. The Office Manager should discuss the office communication tool 'Yammer' explaining how to log on, what it is and what functions are utilized within the company.

7. The new employee should now access the Yammer website and set up their own log-in to become part of the company network on Yammer.

8. Once logged in the new employee should implement a post in which to introduce themselves, this is particularly for the benefit of those who are working for the company in other parts of the world.

9. The new employee should explore posts on Yammer to gain an understanding of what roles other employees are currently undertaking. They should also be encouraged to reply to current posts and to set up new posts in order to ask questions about different programs etc within the company.

**Evaluation**

At the end of the first day the Office Manager will meet with the new employee to review their first day and to explore what the new employee has found out about the company, it's programs and what each of the program teams are involved in. The depth of discussion which takes place will determine the level of engagement which has taken place with other staff members throughout the day. Additionally the Office Manager will also explore the posts and threads on Yammer which will also highlight the new employee's level of involvement.

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