

Employee Induction Deck - What to include?

Here's how you can plan an ideal induction presentation for a new employee that is concise, yet complete:

Section 1: Organisation overview

- Where it all started? The story
- Vision & Mission, along with those who created this V&M - founder(s) / board / senior leaders
- Organisation structure, as well as department structure
- Long term, as well as annual organisation's goal(s)
- Organisation values with examples of how and where they are applied
- What are the branding tools and how to use them? (ideal logo placement, email signature, standee(s), merchandise & give aways)

Section 2: Employee policy overview

- What are the standard, as well as unique employee policies?
- What are acceptable and unacceptable behaviors?
- Where can the employee find all the employee policies & formats
- The escalation matrix, in case an employee wants to escalate any grievance or complaint
- What to do when you see something wrong happening around you?

Section 3: Performance & Perks

- How is performance measured in the company?
- How is non performance dealt with?
- What employee benefits can an employee avail?
- What are some of the fun & games or engagement initiatives?

Section 4: The next 30 days overview

- What can a new employee expect in the coming month?
- What is the workflow for the role and department?
- How does the role contribute to organisation's goals?
- How will the introduction with external parties be done?
- If you are stuck or have a query, who is your go to person? (Assign a buddy if the organisation has a buddy program)
- Who can the employee approach for support outside their department?

Section 5: FAQs

- Ideal to create a question bank based on frequently asked induction questions

Additional Tips:

- Make an induction checklist to cover all aspects of the induction.
- Get feedback from new recruits from time to time and strengthen the induction process further.
- Circulate a new joiner email across the organisation within the first week itself.
- Setup workspace and tools such as equipment, IT setup, update key contact information and so on before a new recruit joins.