



Guidelines Document For effective New Staff Induction

The following document provides guidelines for effective New Staff Induction
Last Updated: 15 February 2019

A new staff needs to be provided the following quickly so that they are able to settle down and start their routines as soon as possible. The administrator / HR person needs to ensure that the following is completed in a week's time, once a new staff has submitted her acceptance to the offer letter:

1. Setting up Email id – IT team
Set up an email id of new staff, firstname.lastname@apcwo.org
Include email id in the group office id / other relevant group id
Include email id for rewind and church announcements
2. Send an introductory mail – Administrator / HR person
A mail with a brief introduction – which includes contact details, previous work experience if relevant, and current responsibilities – to be sent to APC staff / pastoral team
3. Meet with New staff – Administrator /HR Person
To check if all the staff guidelines are clear, especially pertaining to time of arrival, work hours, WFH, and leaves
Enquire if there are any specific requirements and to check if comfortable
4. Hardware/software requirements- Administrator with IT team's help
Ascertain required hardware and software and place an order
5. Health insurance – Administrator
Ensure health insurance cover provided for
6. PF – Accounts
Ensure that the existing PF account of the New staff is linked to the new UAN number. Arrange for necessary paper work to be completed before the first salary is credited.
7. Id+Swipe Card – Graphic designer
Mail new staff to send photo to Media team for ID card
8. Business card (if needed)- Media team
Have new business cards printed and reach the New staff, if the role involves meeting people outside APC
9. Website update – IT team



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Inform details of new staff to IT team for website updation

10.APC VAD gift

If new staff is not part of any volunteer team, and has not already received the APC VAD gift for that year, a gift to be reached to the new staff