

## **Top Tips for Inducting a Young Person**

### **Familiarisation**

Taking your new employee(s) on a tour and introducing them to colleagues is highly important on day one. Show them the lunch and break-out areas – this is more important than you think. One local firm fed back to us that they found young people often left in the first week if they were not comfortable with workplace basics such as when and where they could have breaks. Taking time to explain this could make a key difference in staff retention rates!

### **Background Knowledge**

Give a background to the company's history, the organisational aims and explain how the new person's role fits into that picture – this will ensure they understand what they are doing and are bought into why they are there. Think of the best person to do this – it might be you, but it might be a colleague. Do not feel all the responsibility and time sits on your shoulders!

### **Overview**

Outline your new employee's role and what is expected of them. Even if they are starting on a work placement, it is still important to explain what they will be doing. Get them to sign any relevant paperwork such as a contract. Explain any probationary period and what the process will be towards them achieving that, for example, explaining whether there is an appraisal structure in place.

### **Wages**

Obtain bank details and explain how and when they will be paid – our experience shows this is important to young people, especially if it is their first paid job.

### **Company Policies**

Explain company policies such as sickness, lateness, travel/expenses and health and safety. Hand out a copy of any relevant policies or handbooks for them to read, sign and return. Even if this isn't done as standard with existing employees, this is often known by people who have had a defined work history. Do not assume a young person will know these things and even if they do, every company does things differently.

### **Expectations**

Set expectations in relation to working hours, social media, internet and phone usage. If expectations aren't set about these things at the start, we cannot be annoyed later if they aren't being followed! The nurturing element of having a young person in the workplace is important; after all, it is their first step on the career ladder and there is a lot to learn. Our role is to show them workplace basics and help them to flourish.

### **Make Time**

Ensure time is set aside to show them systems or equipment that they may need to use, especially in office-based or manual work. Again, this may not be you but someone else in the company.

### **Set Tasks**

Ensure they have clear tasks they can complete on the first day (if not providing a full day's induction), so that they do not feel lost. This will help them to feel that they are adding value from day one.