

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, people need to feel comfortable with workplace basics such as when and where they can have breaks.

Background Knowledge

Give a background of 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, 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 – 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.



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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.