

## STAFF INDUCTION FORM

<b>Name of Employee</b>			
<b>Job Title</b>		<b>Job Ref #</b>	
<b>Reports to</b>			
<b>Office</b>		<b>Department</b>	
<b>Division/Branch/Unit</b>			
<b>Direct Reports</b>			
<b>Grade Level</b>		<b>Work Location</b>	
<b>Date of Posting</b>		<b>Date of Resumption</b>	

<b>Inductee Type.</b> Tick appropriate classification below			
<b>New to MDA<sup>1</sup></b>		<b>New to office location<sup>2</sup></b>	
<b>Returning from extended leave from work<sup>3</sup></b>		<b>New to job posting<sup>4</sup></b>	

<sup>1</sup>For employees posted newly to the MDA all sections are applicable.

<sup>2</sup>For employees that are new to the office location but had previously worked in the MDA skip section A.

<sup>3</sup>For employees returning from extended leave from work but had previously worked in MDA and at the current office location skip sections A and B.

<sup>4</sup>For employees new to job posting but had previously worked within the MDA and office location skip sections A and B.

### Section A: MDA Related information

- Discussions on the following details about the MDA: History, functions, mission, vision, strategic objectives and strategic plan, parastatals under MDA, MDA clients, outputs and services rendered.
- Explanations of the MDA's organisational chart and functions of MDA's departments
- Discussions on the culture and values of the Federal Civil Service in general and the MDA in particular.

<b>Activities were completed by this date:</b>	Date\Month\Year		
<b>Signatures</b>			
	Inductee	Supervising Officer	Departmental Training Officer

**Section B: Office Location Related Information**

- Tour of the office building and premises covering work area, lunch room, food outlets, car park and staff bus pick- up and drop-off area, security office, fire muster point, notice boards locations and other related information.
- Explanation of office floor plan and emergency evacuation procedure.
- Explanation of document handling and disposal procedure (if applicable).
- Description of office mail processing procedure.

<b>Activities were completed by this date:</b>		Date\Month\Year	
<b>Signatures</b>			
	Inductee	Supervising Officer	Departmental Training Officer

**Section C: Job Specific Information**

- Discussions on schedule of duties (job description), roles, responsibilities, accountabilities and reporting lines, competencies required to perform adequately in job role; hours of work, overtime and additional hours if applicable.
- Discussions on work space and tools assignment procedure.
- Introduction of work buddy/mentor (if applicable).
- Introduction to other team members and work colleague.
- Discussions on relevant job specific information such as procedure for travel, processing reimbursements of expenses.
- Explanation of performance management and performance appraisal process and cycle.
- Discussions on relevant career development, staff training and capacity development interventions and channels and procedures to access them.

<b>Activities were completed by this date:</b>		Date\Month\Year	
<b>Signatures</b>			
	Inductee	Supervising Officer	Departmental Training Officer