



# Guidelines Document For effective New Staff Induction

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

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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](mailto: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