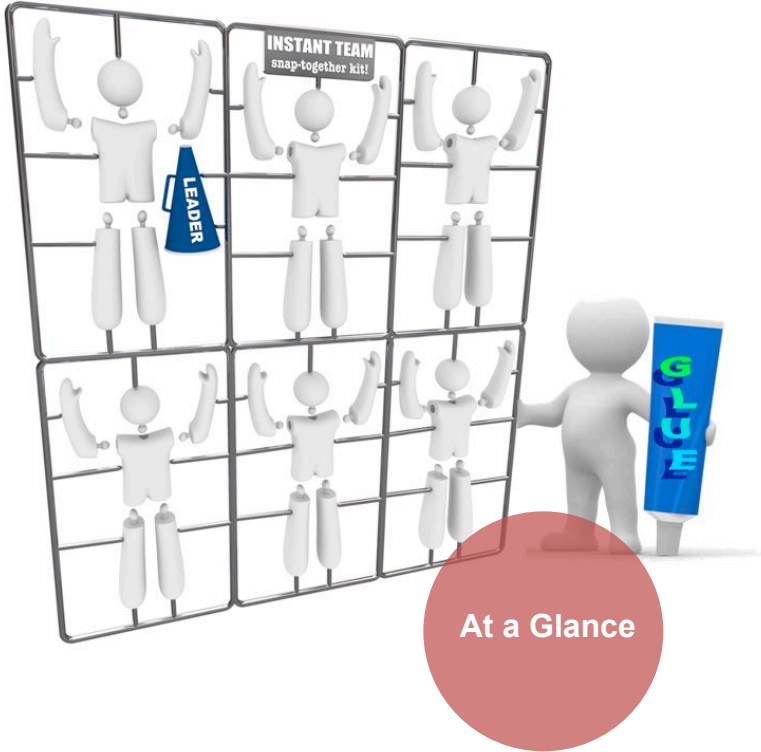
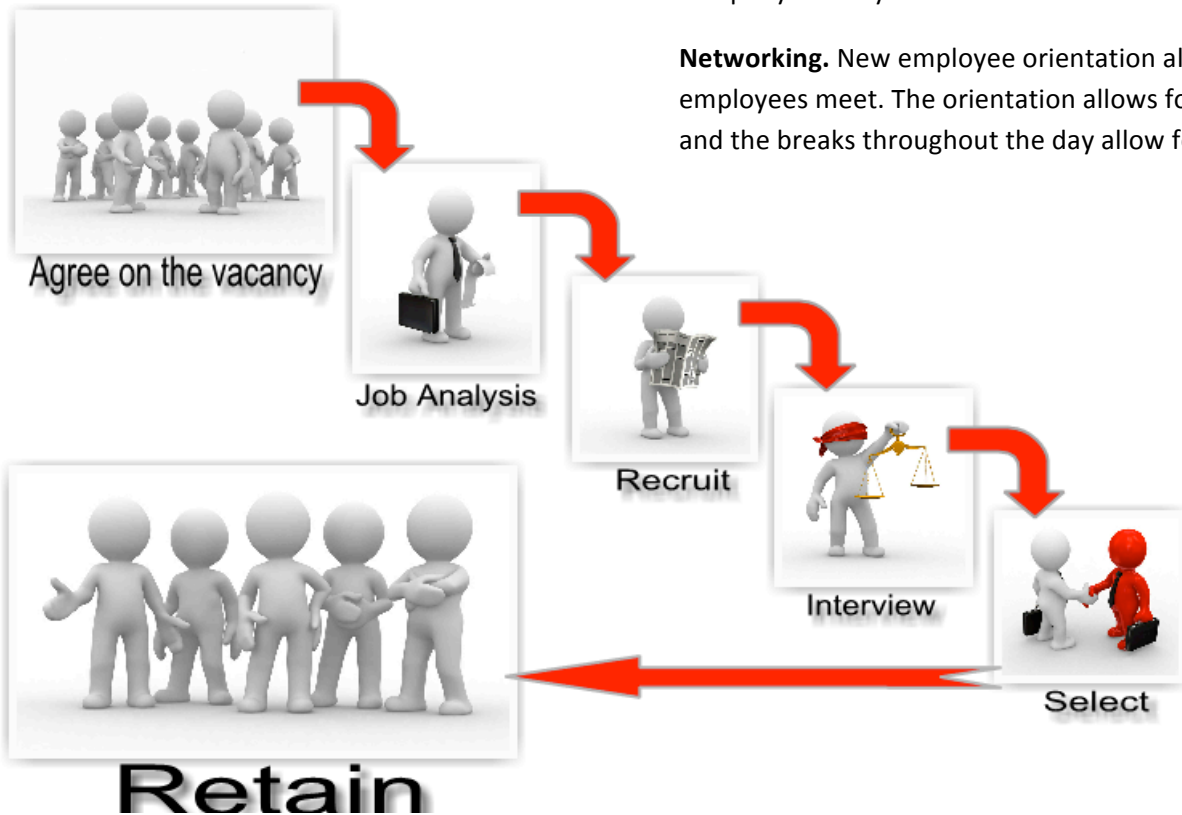


Management



Recruitment Process



Induction/Orientation

Company Positioning. New employees should spend a portion of time reviewing the company's history. After understanding where the company has come from, the employee is brought up to date on where the company is and where it is headed.

Structure. The new employee learns the company structure. They learn about the CEO, Board of Directors and different divisions or groups that the company operates.

Values and Code of Conduct. Each company has a core set of values and codes of conduct by which they operate. The values may be community service, diversity, respect for others and so forth. The values are meant to instill the company's standard operating procedures in the new employee.

Benefits. Although the participants in the new employee orientation program may have different benefit packages, the employee orientation typically reviews the general benefits available to all employees.

Information Systems. Companies often have computer systems that are used across the enterprise such as annual review systems or time clocks. The new employee orientation provides an opportunity for training on the company-wide systems.

Networking. New employee orientation also helps new employees meet. The orientation allows for introductions and the breaks throughout the day allow for networking.

Five steps for interviewing Health & Safety

Step 1. Prepare for the interview well.

Step 2. Leave all your personal preconceived ideas outside.

Step 3. Don't answer for the candidate.

Step 4. Be interested, and observe the candidate.

Step 5. If a question pops into your head, ask it.



- Insurers accept approximately 30,000 disabling workers compensations claims every year.
- Employers record roughly 80,000 work place injuries and illnesses each year.
- Workers loose more than 800,000 workdays due to occupational injuries and illnesses every year.
- In 1996, 14 percent of all employers had at least one accepted disabling claim.
- Businesses with fewer than 20 employees account for about 18 percent of all injuries and illnesses.
- Workers in their first year on a new job account for 42 percent of accepted disabling claims.
- The average cost of a single disabling claim is more than \$9,000.
- A minor first-aid call can cost \$100 or more.

Scary Statistics

The result of the poll.	If the results were applied to a soccer team.
Only 37% said they have a clear understanding of what their organisation is trying to achieve and why	In a soccer team only 4 of the 11 players on the field would know which goal is theirs
Only 1 in 5 was enthusiastic about their team's and their company's goals	Only 2 of the 11 would care
Only 1 in 5 said they had clear "line of sight" between their tasks and their team's & company goals	Only 2 of the 11 would know what position they play and know exactly what they are supposed to do
Only 15% fully trusted the company they work for	All but 2 players, would in some way, be competing against their own team members rather than the opponent

