

Induction Checklist - 12 things you must never do on day one

- 1: Induction: Don't have one. Give them a desk and a phone and get them to connect the computer themselves.
- 2: Induction: Have one. But make it 3 months after the employee actually starts.
- 3: Values: After they have completed the induction program, tell them to forget everything they have heard if they want to get along as a member of your team.
- 4: Safety induction: Tell your new employee to just borrow someone else's safety equipment until theirs arrives.
- 5: Salary: Have them commence on a salary of X and do not declare it is inclusive of super. Watch what happens at the first pay cycle.
- 6: Devices: Tell the new employee they will be getting a new mobile phone and laptop or iPad. When the new devices arrive, keep them for yourself and give them the hand-me-downs.
- 7: Accuracy of the job: Knowing the last three people left the job in close succession, leave out the parts of the job people dislike when you describe it at interview. Once they start just frame them up as: "everyone has to do things in their job they do not like."
- 8: Promotional promises: Create the perception at interview and in induction that they are your succession plan and they should expect a promotion within the year. Do this knowing full well you are not going anywhere. Let them know this about 3 months in when they ask about timelines.
- 9: Physical location: Interview and show them around the newly renovated office space and then once they start show them their real workspace with no natural light and a desk which belongs in a 1940s classroom.
- 10: Second best: When introducing them on day one, let everyone know that this is the person who accepted the job after John said no to it.
- 11: Forget they are starting: Have you had a new employee turn up on their first day and accidentally forget you have taken annual leave and not told anyone they are starting.
12. Probation: Tell the new employee that though the normal probationary period is 3 months you have decided to extend this to 6 months for them. Don't give a full explanation as to why.

Has this ever happened to you?

Think you may have been guilty of doing one of these? If we're being honest, as managers and leaders, we could all be very guilty. In the rush to bring on new team members, it's easy to overlook that many little things can add up to one big negative perception which can quickly lead to a talented new recruit looking elsewhere so wasting all the time and money spent recruiting them....