

INTERNATIONAL STUDENT GRADUATES

Induction checklist

Here are some tips to help you get your new international graduate employee off to a great start.

This checklist was written with a focus on induction for an international student graduate - but most of the suggestions can be used to help you introduce any new staff member to your organisation.

Before they start

- Check your new employee's visa status (you can use VisaView). Make sure you keep a record of what visa they have and when it will expire.
- Check they have any driver licenses (e.g. driver/forklift) required for the job. If they have an international license, check if your insurers will accept this. Keep a record of when any licenses will expire.
- Organise a buddy to look after them for the first few weeks. This person can answer day-to-day questions and help them settle into the role.
- Send the person relevant information
 - ▾ what they should wear on their first day
 - ▾ documents you are expecting them to read and sign on the first day, so they can read through these before they arrive (e.g. policy, code of conduct, contact details etc.)
 - ▾ where to report to and who they should ask for when they arrive for their first day.
- Call them to confirm their start date and time and that they have got the documents you sent.
- Inform the rest of your team who is starting, and the date they will start.

- Prepare a list of tasks and targets to give to the new person, including some productive tasks they can do in their first few days at work (if possible).
- Prepare copies of written information about your workplace (or provide access to electronic files) – e.g. staff structure and roles, lines of communication, hours of work, timings of breaks, use of internet, e-mail, telephone etc.
- Order any uniform, personal protective equipment (PPE), and other resources they will need to do their job.
- Check your business cards/email signatures take accents or macrons if they are part of your new employee's name.
- Set up office/workstation and/or equipment and check it is ready to use.
- Organise a welcome event (e.g. morning tea, shared lunch, welcome meeting) or other acknowledgement (e.g. a welcome card on their desk).
- Make a timetable of activities for the first week on the job.

On their first day

- Show them to their workstation and where to put their belongings.
- Introduce them to their buddy and their team.
- Hold a welcome event if possible.
- Give them a timetable of activities for their first week.
- Explain how they should refer to you and the other managers in the business.
- Complete the tour of the workplace, including facilities and amenities like the kitchen, toilets, and lockers. Make sure whoever does the tour shares any unwritten rules or workplace etiquette (e.g. these cups are for anyone to use, these ones are people's personal ones that they have brought in).
- Discuss the specifics of the job, including a clear explanation of duties and responsibilities and any expectations.
- Issue paper copies of key workplace documents (or provide online access).
- Explain how paid and unpaid breaks work.
- Share information about your customers and the company's culture and values.
- Discuss the products or services you offer, and get the person to paraphrase this back.

At the end of the first week

Hold an end of week catch up

- Check they have some key objectives to be achieved throughout the trial/ induction period.
- Check they have been given a snapshot of the history, structure and functions of departments of your business.
- Check they have completed training requirements for correct use of all equipment, tools and safety equipment.
- Check if they are still waiting on any resources or meetings with people that would help them do their job.
- Check they have completed any forms and documentation required.
- Provide them with feedback, e.g. three things that have gone well, and three areas for attention or improvement.
- Schedule regular 1 to 1 meetings with an appropriate person (e.g. you or a supervisor).

Over the first month

- Invite the new worker to social occasions outside work – e.g. staff drinks, sports, volunteering.
- Make sure they are meeting with their buddy regularly.
- Consider arranging opportunities for the partner and family of your new employee to meet and socialise with the team.

Other things to consider

Is your international student graduate new to your area?

- ▼ If so consider providing some local information about the region, accommodation and transport information. These links may be useful:

- ▼ <https://www.newzealandnow.govt.nz/regions-nz/taranaki/information-advice>
- ▼ <https://www.newzealandnow.govt.nz/regions-nz/whanganui-manawatu>
- ▼ <https://www.newcomers.co.nz/>

Do you know about the values and work styles of your new worker's culture?

Do you know how they prefer to be managed?

- ▼ Immigration New Zealand has developed an employer toolkit with information that may help with these questions.

- ▼ <https://www.immigration.govt.nz/employ-migrants/guides/inz2-guides-employer-toolkit.pdf>

Have you provided a lot of guidance, especially early on?

- ▼ Some people you hire will come from cultures where being told exactly what to do is expected and reassuring.

Have they understood relevant workplace policies and procedures?

How do you know?

Are you confident that your new hire will ask for help when their workload gets challenging? How do you know?