

Inducting employees moving from another part of the organisation

Employees who move from one part of the organisation to another benefit from an induction into their new team and role, and any terms and conditions changes that this may impact. For example, someone moving from a predominately frontline care role to an office-based role may require orientation in the office.

- Consider what is relevant from the overall induction that may be required for a transfer.
- Discuss with the individual their needs, including learning and development needed, reasonable adjustments or flexible working arrangements.
- Ensure they are clear on reporting and performance structures.