

Adaptation process of the new Staff



**MĚSTSKÁ ČÁST
BRNO-STŘED**

Role in the adaptation process

Head of



- It is responsible for the selection and preparation of the mentor,
- Listing employees to the professional issues of the job
- Oral evaluation of the employee

Mentor



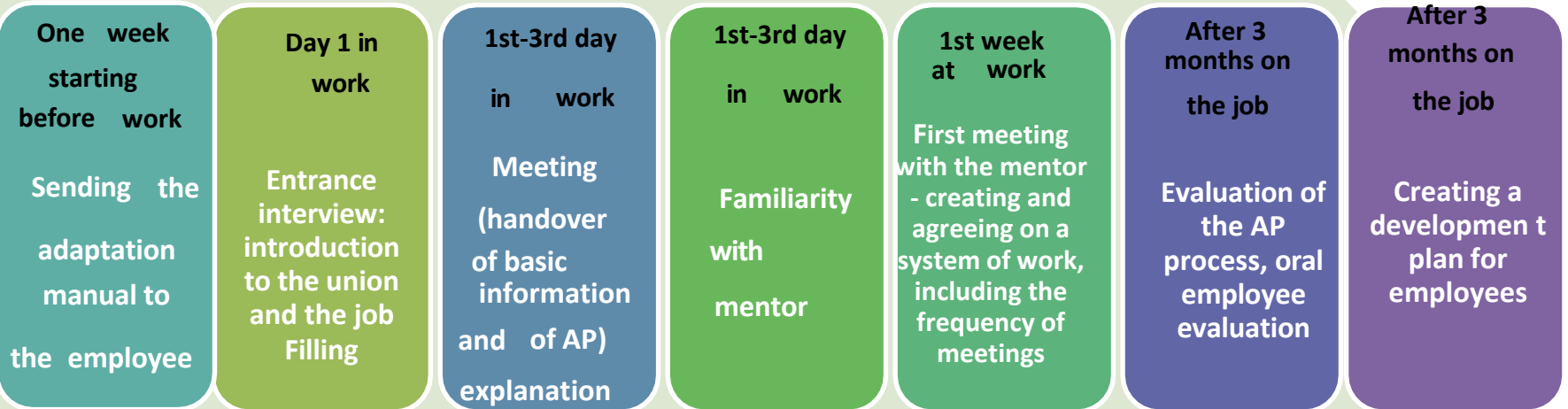
- Implementing a new employee through the whole process.
- He is responsible for the implementation informative meetings with the new employee

HR Manager



- Methodological assistance for all of them,
- Prepares the necessary Materials,
- controls compliance obligations and compliance with deadlines.
- Evaluates the AP and further processes the results.

Adaptation process of the Municipal District Brno Centre



List of activities

Tick the activities that have taken place with the symbol:

☐

Receipt of the Adaptation Guide

☐

Entrance interview: my introduction to the department and job description

☐

Meeting with the HR manager (basic information and explanation of the adaptation manual)

☐

Getting to know the mentor

☐

First meeting with the mentor - creating and agreeing on a system of work, including the frequency of meetings

☐

**Evaluation of the AP process, oral evaluation of the employee
Creating a development plan for employees**



Initial interview

1.
week



Objectives of the initial interview:

- establish a working relationship with the new employee
- Introducing the Department: organisational structure and basic activities of the Department, position of the Department within the organisation, number and structure of staff, system of consultation and communication.
- introduce the job description, duties and responsibilities of the employee
- Explain the supervisor's requirements for staff and the system of work for the union;
- find out the new employee's expectations and first impressions;
- answer any questions.



Introduction to the workplace

1.
week



The initial interview is followed by the new employee's introduction to the workplace and introduction to colleagues. The Head of Department will show the employee around the department and introduce the new employee to all staff members in the following order:

- colleagues who share the new employee's workplace,
- colleagues who have a similar job description,
- the colleagues with whom the new employee will most often work,
- colleagues who provide support activities for the entire department,
- mentor.

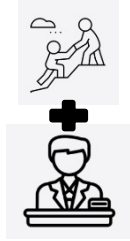


Working with a mentor

First 3
months



- **The main task of the mentor is to build a friendly working relationship with the new employee, offer help, support and encouragement, pass on important information and provide contacts.**
- The mentor is responsible for the proper conduct of mentoring not only from a procedural perspective, but also from ethical point of view.
- Initiates mentoring meetings with the new employee, takes an interest in their questions, suggestions, comments, which are adequately and quickly addressed.
- The mentor comments on all suggestions made by the new employee.
- The frequency of the mentor's meetings with the new employee depends on individual agreement, but should not be less than 3 meetings in the first 3 months.



Assessment interview, end of the adaptation process

After 3 months



Head of Department during the assessment interview:

- summarise the adaptation process,
- evaluate the success of the new employee in the adaptation process, propose termination of probationary period/employment,
- define new goals and a development plan in collaboration with the new employee, or with the HR manager and mentor if invited,
- formally end the adaptation process.

Successful completion of the adaptation process consists in:

- gaining the new employee's ability to engage in the work process, master basic work activities,
- Adoption of an organisational culture (adapting to the values, behaviours and communication styles that are held and desired by the office staff).

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