

Recruitment costs but not settling your new employee in can cost even more

£5k
average cost of recruiting a new employee*

After all - you wouldn't buy a great new sofa and then just leave it outside

www.acas.org.uk/recruitmentandinduction

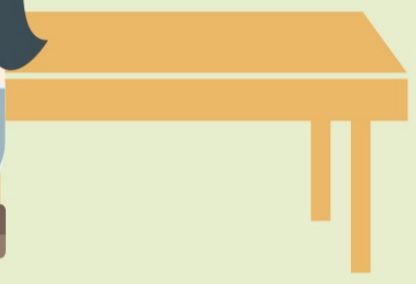
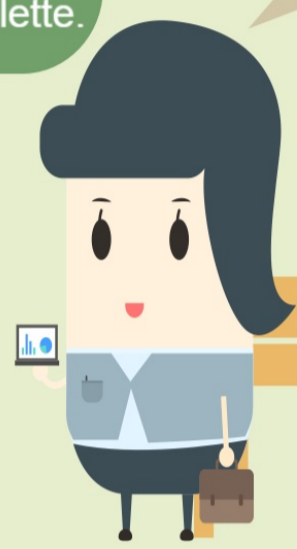


After all - you wouldn't buy the most suitable cooker and then not get it connected



Hhmm I really fancy an omelette.

Sorry haven't bothered to get the cooker plugged in



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After all - you wouldn't show them round, settle them into their office and just turn the light off



Good luck!



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Invest in induction

It will be worth the time and effort

Your business has gone to all that time and effort to advertise for, interview and appoint the perfect person but that is not where it ends - it is just the start

Acas has new guidance available on settling in your new employee

Find out more at: www.acas.org.uk/recruitmentandinduction

Induction checklist

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After all

employees are an organisation's greatest assets

*CIPD stat from 2007

Some employees may need more settling in than others. For example, young workers, people entering the workplace for the first time, and employees returning to work after a long gap.

Seeing is believing. Watch this short film & see what happens when an employee is not settled in

