

Probationer Induction Programme

First two weeks:

- Receive induction Pack/induction session
- Details taken for banking and payroll
- Packing room induction/training
- Health & Safety induction
- Receive 1st week's rota
- Participated in a Start of Day and End of Day routine
- Initial Till training

Weeks three to four:

- Attend a training session (during first two weeks)
- Induction into Security systems
- Work part or all of a weekend
- Supermarket visit
- Attended Forum (2 visits in all)

Fourth week and beyond:

- Received training with: Veg. Team, Store team, Deli team, Fresh team
- Induction in office systems
- Policy documents induction session
- As part of a supplier visit spend a day with either a local grower – Glebelands Market Gardens/Moss Brook Growers, or at another supplier.

Sixth week and beyond:

- Spend time with one of the floorwalkers
- Induction into finance systems
- Consider specialist team options, we aim at all members being in a trading team.
- Set probationary projects – whose results will feed into review and membership committee.

After two months:

- Daily rota incorporated into main rota system
- First Probationary review – shop floor and production feedback.
- Start pricing project

Around the end of fourth Month:

- Second Probationary review-member and project feedback.
- Induction in Personnel Systems

Towards the end of sixth month: Final Membership Committee decision. There are three outcomes:

- a) Offer of a permanent job as a member of Unicorn Grocery Workers Co-operative.
- b) Extension to probationary contract.
- c) No offer of membership and probationary contract comes to an end.