



**KENYA FORESTRY RESEARCH INSTITUTE
(KEFRI)**

INDUCTION AND ONBOARDING POLICY

APRIL, 2019

FOREWORD

KEFRI is committed to capacity building of its staff through developing the requisite competencies needed for efficient and effective service delivery. Induction and on boarding is one of the approaches to assist new Board of Directors, new employees, transferred and re-designated employees to settle fast and familiarize into the new work environment.

The Institute's policy on Induction and Onboarding provides guidelines and relevant content for the induction of officers into the Institute. It provides steps on how to orientate an inductee into the new work environment, monitoring, evaluation and how to report on induction and onboarding programmes. This policy has been well informed by the Induction Handbook of the Public Service, 2016.

The Human Resource Development Policy for the Public Service (2015) stipulates that induction is mandatory and should be conducted within three (3) months of an officer joining the Institute, on transfer to a new work station, on re-designation or on promotion.

The Director shall be responsible for ensuring that officers are inducted as stipulated in this policy.



Mr. Robinson Ng'ethe

FOR: KEFRI BOD



Joshua K. Cheboiwo (PhD)

Director

