# INDUCTION CHECKLIST

Name………………………… Date of start…………………..

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Carried out by** | **Date** | **Comments** |
|  |  |  |  |
| **Before the first day** |  |  |  |
| Provide information on: start time, who to report to, what will happen on the first day |  |  |  |
| Ensure the line manager is at work and available on the first day, to spend time with the new employee |  |  |  |
| Arrange phone, computer, workstation etc. |  |  |  |
| Arrange hard copies of relevant documents eg staff handbook or key policies. |  |  |  |
| Develop an induction plan for the first 1-2 weeks – who the employee needs to meet, essential information, a work plan etc. Do not overload in the first few days – your new employee will only be able take in a certain amount of new information. |  |  |  |
|  |  |  |  |
| **Reception** |  |  |  |
| Welcomed by…. |  |  |  |
| Personnel documentation and checks completed – P45 |  |  |  |
| Security/identity card issued (where relevant) |  |  |  |
| Consider appointing a co-worker as a ‘buddy’ for the first few weeks |  |  |  |
|  |  |  |  |
| **Introduction to the organisation** |  |  |  |
| Who’s who |  |  |  |
| History |  |  |  |
| Activities and services |  |  |  |
| Future plans and developments |  |  |  |
|  |  |  |  |
| **Terms and conditions of employment** |  |  |  |
| Signed written statement of terms and conditions received |  |  |  |
| Discussion on key terms: |  |  |  |
| Hours, breaks, method of payment |  |  |  |
| Holidays |  |  |  |
| Flexitime/flexible working |  |  |  |
| Probationary period and procedure |  |  |  |
| Sickness provisions and sickness reporting |  |  |  |
| Pension |  |  |  |
| Data protection |  |  |  |
|  |  |  |  |
| **Equal opportunities policy and employee development** |  |  |  |
| Equal opportunities policy |  |  |  |
| Measures to prevent bullying/harassment |  |  |  |
|  |  |  |  |
| **Training** |  |  |  |
| Training provision |  |  |  |
| Further education/training policies |  |  |  |
| Performance appraisal |  |  |  |
| Learning and progression |  |  |  |
|  |  |  |  |
| **Employee/employer relations** |  |  |  |
| Trade unions if relevant |  |  |  |
| Other employee representation |  |  |  |
| Employee communications and consultation |  |  |  |
| Grievance and disciplinary procedure |  |  |  |
| Appeals procedure |  |  |  |
|  |  |  |  |
| **Organisation rules/facilities** |  |  |  |
| General behaviour/dress code |  |  |  |
| IT policy including personal use |  |  |  |
| Canteen/break facilities |  |  |  |
| Cloakroom/toilets |  |  |  |
| Any others |  |  |  |
|  |  |  |  |
| **Health and safety** |  |  |  |
| Risk assessment |  |  |  |
| Preventative and protective measures |  |  |  |
| Emergency procedures |  |  |  |
| Awareness of any hazards specific to the job |  |  |  |
| Safety rules |  |  |  |
| Clear gangways/exits |  |  |  |
| Location of exits |  |  |  |
| Dangerous substances or processes |  |  |  |
| Reporting of accidents |  |  |  |
| First aid |  |  |  |
|  |  |  |  |
| **Employee benefits** |  |  |  |
| Parking facilities/arrangements |  |  |  |
| Season ticket loans |  |  |  |
| Other benefits |  |  |  |
| Discounts available to the organisation |  |  |  |
|  |  |  |  |
| **The job** |  |  |  |
| Discussions with manager/supervisor |  |  |  |
| Requirements of new job |  |  |  |
| Standards expected |  |  |  |
| Co-workers |  |  |  |
| Supervision and review arrangements |  |  |  |