*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Induction checklist***

*When a new employee starts work, it’s important to have some form of induction with them. Use the induction checklist to remind you of the key matters to cover and to enable you to keep a formal record of what’s been covered, by whom and when.*

Name of employee: .

Start date:

| **Subject** | **Completed by** | **Date** | **Comments** |
| --- | --- | --- | --- |
| **Welcome**  Introduction to departmental manager and line manager  Complete and check any outstanding documentation and forms  Collect P45 and NI number  Issue swipe/security card |  |  |  |
| **Structure and organisation of the business**  Brief history  Products and services  Key clients  Organisational structure  Executive/management structure  Locations  Departments  Regulatory bodies  Future plans and developments |  |  |  |
| **Structure of the department**  Departmental structure and role  Its relationship with other departments  Introduction to other managers  Introduction to work colleagues |  |  |  |
| **Tour of the office**  Entrances and exits  Toilets  Rest rooms  Lockers/cloakroom  Kitchen/canteen  Staff notice boards  Store rooms  Other facilities, e.g. car parking, sports facilities |  |  |  |
| **Job description**  Job duties  Responsibilities  Reporting line  Workstation location  Training needs and objectives  Supervision and performance appraisals  Promotion avenues |  |  |  |
| **Terms and conditions of employment**  Confirm written statement of employment particulars has been issued (must be given no later than beginning of employment)  Probationary period, including any conditions and its duration  Hours of work, rest breaks and overtime  Salary, including when and how it will be paid  Benefits  Expenses  Annual leave entitlement and holiday rules  Sickness and other absence rules  Any other paid leave  Training entitlement, including any mandatory training  Standards of dress  Standards of performance and behaviour expected  Disciplinary and grievance procedures  Notice periods  Other main terms and conditions  Company discounts  Staff Handbook  Trade union/employee representatives  Worker communications and consultation  Useful contacts for issues, e.g. salary queries, computer problems, etc. |  |  |  |
| **Equal opportunities and dignity at work**  Equal opportunities policy  Dignity at work policy  Training |  |  |  |
| **Health and safety**  Risk assessment  Safety hazards  Safety rules and precautions  Protective clothing  Smoking policy  Emergency procedures  Location of nearest fire exits  Location of fire fighting equipment  Fire alarm and drill  Location of first aid kit  Procedure for reporting accidents and location of accident book  Personal hygiene  First aid officers  Dangerous substances or processes  Safety representatives |  |  |  |
| **Use of equipment and restrictions on use**  Telephone  Computer, e-mail and Internet  Printer  Photocopier  Other equipment  Data protection training |  |  |  |

Date induction completed: .

Signed by line manager: