**Template: Induction Checklist**

This is a sample checklist and should be amended to suit your company’s requirements. It should include all the information a new employee needs to know. You should discuss each aspect of the checklist with your new employee and tick and date each element when completed.

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| **Employee’s Name:** |
| **Job Title:** |
| **Start Date:** |
| **Managers Name** |
|  |

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|  | **Task** | **√** | **Date** |
| **Welcome** | Introduction to Company, Values and Services/Products |  |  |
| Introduction to job role |  |
| Introduce work area/station(s) |  |
| Tour of premises including staff facilities such as:   * Car parking * Eating facilities * Changing area * Toilets |  |
| Issue name badge/security pass/key card etc |  |
| Introduce co-workers |  |
| Overview of Health & Safety and security |  |
| **Employment documentation and information** | Complete paperwork/ review employee information e.g. National Insurance number, P45, Bank Details, Address etc.  *(Personal details must be kept in a secure file. Locked cabinets and password protected if stored electronically)* |  |  |

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|  | **Task** | **√** | **Date** |

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|  | **Task** | **√** | **Date** |
| **Job Role** | Review Job Description and key responsibilities |  |  |
| Standards expected and process for assessing standards of work |  |
| Standard Operating Procedures |  |
| Training and Appraisal Process |  |
| Dress Code |  |
| **Employment terms and conditions** | Written terms and conditions issued |  |  |
| Employment Status  Probationary period (if applicable) |  |
| Notice Period |  |
| Working Hours |  |
| Working hours recording procedures – e.g. clocking in system, rotas |  |
| Pay rates |  |
| Pension scheme |  |
| Leave entitlements (paid/unpaid)  i.e. annual leave, maternity/paternity |  |
| Employee Representation/Trade Unions |  |
| Notification of absence / sick leave |  |
| **Company Policies**  **(Introduce policies and where to find them)** | Disciplinary Procedures |  |  |
| Appeals Procedure |  |
| Grievance Procedures |  |
| Equal Opportunities |  |
| Smoking |  |
| Drugs and alcohol |  |
| Use of Email, Internet and Social Media |  |
| **Health & Safety** | Emergency Procedures including:   * Raising fire alarm * Fire exits * First Aid Kit |  |  |
| Incident/accident reporting |  |
| Training to support health and safety e.g.   * Use of equipment * Food Handling/Hygiene * Manual Handling * First Aid |  |
| Any Hazardous substances  e.g. Cleaning products |  |
| **Ongoing Development and Training** | Agree date for follow up review to support further training needs identified |  |  |

**Induction Acknowledgement / Sign Off**

**Checklist has been signed off and induction completed.**

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| **Employee Name:** | **Signature:** |
| **Date Checklist Completed:** | |

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| **Manager Name:** | **Signature:** |
| **Date:** | |