

Employee Induction Checklist

Employee Name.....

Job Title.....

Commencement Date.....

New Employee ☐

Transfer ☐

Promotion ☐

Please delete any items below, which do not apply.

Areas to be covered	Covered By	Date	Employee Initials
Introductions Section Head Manager(s) Team members Other employees Other (Please state)			
Details of post Job description Duties Department structure Contacts with other depts. and agencies Departmental policies and procedures Team Briefing Team meetings Confidentiality			
Health & Safety Accident & incidence reporting procedure Training available Specific workplace hazards: ◆ Lone working/night working ◆ Interview safety ◆ Workplace access/security ◆ Working on site/off site ◆ Home visits/site visits ◆ Sites with known hazards ◆ Manual handling ◆ Workplace risk assessments ◆ COSHH			
I.T. Intranet / Internet E-mail Use of display screen equipment			
Office Layout (Tour) Canteen/refreshments Fire exits, alarm points, extinguishers First Aid equipment, personnel Parking arrangements Office security			

Working Arrangements Time recording Office Hours / hours of work Out of hours working Annual leave Sickness Salary arrangements Mileage sheets Time off in lieu I.D. Badge Phones Fax Log in / out Office procedures Resources/Stationery			
Policies and procedures Smoking policy Environmental Policy/sustainability Disciplinary procedures Equal opportunities Employee handbook or access to information			
Corporate Initiatives Customer service Investors in People (departmental issues)			
Training and Development Appraisal process Access to training and development			

Induction completed Date.....

I have received an explanation of the areas listed above and have been given the necessary documentation.

Employee signature.....Manager signature.....