

## INDUCTION CHECKLIST

Name of employee: .....

Start date: .....

Subject	Completed by	Date	Comments
<p><b>Welcome</b></p> <p>Introduction to departmental manager and line manager</p> <p>Complete and check any outstanding documentation and forms</p> <p>Collect P45 and NI number</p> <p>Issue swipe/security card</p>			
<p><b>Structure and organisation of the business</b></p> <p>Brief history</p> <p>Products and services</p> <p>Key clients</p> <p>Organisational structure</p> <p>Executive/management structure</p> <p>Locations</p> <p>Departments</p> <p>Regulatory bodies</p> <p>Future plans and developments</p>			
<p><b>Structure of the department</b></p> <p>Departmental structure and role</p> <p>Its relationship with other departments</p> <p>Introduction to other managers</p> <p>Introduction to work colleagues</p>			

Subject	Completed by	Date	Comments
<p><b>Tour of the office</b></p> <p>Entrances and exits</p> <p>Toilets</p> <p>Rest rooms</p> <p>Lockers/cloakroom</p> <p>Kitchen/canteen</p> <p>Staff notice boards</p> <p>Store rooms</p> <p>Other facilities, e.g. car parking, sports facilities</p>			
<p><b>Job description</b></p> <p>Job duties</p> <p>Responsibilities</p> <p>Reporting line</p> <p>Workstation location</p> <p>Training needs and objectives</p> <p>Training provision</p> <p>Supervision and performance appraisals</p> <p>Promotion avenues</p>			
<p><b>Terms and conditions of employment</b></p> <p>Written statement of employment particulars issued</p> <p>Probationary period</p> <p>Hours of work, rest breaks and overtime</p> <p>Salary, including when and how it will be paid</p> <p>Expenses</p>			

Subject	Completed by	Date	Comments
<p>Annual leave entitlement and holiday rules</p> <p>Sickness and other absence rules</p> <p>Standards of dress</p> <p>Standards of performance and behaviour expected</p> <p>Disciplinary and grievance procedures</p> <p>Notice periods</p> <p>Other main terms and conditions</p> <p>Company discounts</p> <p>Staff Handbook</p> <p>Trade union/employee representatives</p> <p>Worker communications and consultation</p> <p>Useful contacts for issues, e.g. salary queries, computer problems, etc.</p>			
<p><b>Equal opportunities and dignity at work</b></p> <p>Equal opportunities policy</p> <p>Dignity at work policy</p> <p>Training</p>			
<p><b>Health and safety</b></p> <p>Risk assessment</p> <p>Safety hazards</p> <p>Safety rules and precautions</p> <p>Protective clothing</p> <p>Smoking policy</p> <p>Emergency procedures</p>			

Subject	Completed by	Date	Comments
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			
<b>Use of equipment and restrictions on use</b> Telephone Computer, e-mail and Internet Printer Photocopier Other equipment Data protection training			

Date induction completed: .....

Signed by line manager: .....