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<<insert name>>	<<insert position>>
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Employee Name: <<insert name>>	Position: <<insert position>>
Line Manager: <<insert line manager>>	<<insert department>>

It is the Company's policy to provide all new employees with an induction course. This induction checklist is designed to ensure that all relevant information is covered. The line manager should tick each point to confirm this.

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The form should then be signed by the new employee and the line manager at the end of the induction programme to confirm that the induction course has been received and understood.

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1. INTRODUCTION TO THE COMPANY (please tick when completed)

Introduce the new employee to his/her line manager	<input type="checkbox"/>
Introduce the new employee to the rest of the department	<input type="checkbox"/>
Explain purpose of new employee's role	<input type="checkbox"/>
Explain structure of department	<input type="checkbox"/>
Explain structure of company	<input type="checkbox"/>

2. HOUSEKEEPING (please tick when completed)

Where will the new employee sit?	<input type="checkbox"/>
Point out kitchen, washing facilities, toilets	<input type="checkbox"/>
Explain office security arrangements	<input type="checkbox"/>
Explain restrictions re: use of phone/mobile	<input type="checkbox"/>
What are arrangements re payment of salary? How often will the employee be paid?	<input type="checkbox"/>
Has all new joiner documentation been provided?	<input type="checkbox"/>
Confirm holiday entitlement and process to take holiday	<input type="checkbox"/>
Explain dress standards	<input type="checkbox"/>
Confirm procedure to be followed in the event of absence	<input type="checkbox"/>

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3. HEALTH AND SAFETY (please tick with)

Procedure in the event of fire (alarms, fire e	<input type="checkbox"/>
Procedure in the event of an accident	<input type="checkbox"/>
Location of first aid box/accident book	<input type="checkbox"/>
Who are designated first aiders?	<input type="checkbox"/>

4. STAFF POLICIES

Has the new employee received the following? Have they been explained to him/her?

Grievance Procedure	<input type="checkbox"/> Yes	ents>>
Disciplinary Policy and Procedure	<input type="checkbox"/> Yes	ents>>
Harassment and Bullying Policy	<input type="checkbox"/> Yes	ents>>
Sickness & Absence Policy	<input type="checkbox"/> Yes	ents>>
Health & Safety Policy	<input type="checkbox"/> Yes	ents>>
Fire Safety Policy & Procedures	<input type="checkbox"/> Yes	ents>>
Anti Bribery Policy	<input type="checkbox"/> Yes	ents>>
IT and Internet Use Policy	<input type="checkbox"/> Yes	ents>>

I confirm the induction course has been completed

Line Manager Name:	<<insert name>>
Signature:	<<insert signature>>
Date:	

I confirm the induction course has been completed above:

Employee Name:	<<insert name>>
Signature:	<<insert signature>>
Date:	

When Induction Checklist Form is completed

received and understood the information set out

<<insert name/department/administration/name>>

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