

## New Employee Induction Checklist

Name:

Date of starting:

Induction completed (signature of new starter): .....

	Carried out by	Date	Comments
Reception			
Received by			
Personnel documentation and checks completed – P45			
NI number			
Swipe/security card	Currently not applicable		
Introduction to the company			
Who's who			
History			
Products/services/markets			
Future plans and developments			
Terms and conditions of employment			
Written terms and conditions issued			
Contract of employment issued			
Hours, breaks, method of payment			
Holidays			Ref. Intrastats
Clocking on/flexitime/reporting procedures			Ref. Intrastats

	Carried out by	Date	Comments
Probationary period			Ref. Contract
Period of notice			Ref. Contract
Sickness provisions			Ref. Intrastats
Pension provisions			Ref. Intrastats
Maternity/paternity/parental leave provisions			Ref. Intrastats

Equal opportunities policy and worker development			
Equal opportunities			
Training needs and objectives			Ref. Intrastats
Training provision			Ref. Intrastats
Further education/training policies			
Performance appraisal			
Promotion avenues			
Policy/procedures to prevent bullying and harassment			Ref. Intrastats
Worker/employer relations			
Trade union membership	N/A		
Other worker representation	N/A		
Worker communications and consultation			Ref. Intrastats
Grievance and disciplinary procedure			Ref. Intrastats
Appeals procedure			Ref. Intrastats
Organisation rules			
Smoking policy			Ref. Intrastats

	Carried out by	Date	Comments
General behaviour/dress code			Ref. Intrastats
Telephone calls/emails and use of the internet			Ref. Intrastats
Kitchen/break facilities			Ref. Intrastats
Toilets/lockers			
<b>Health and safety</b>			
Risk assessment			Ref. Intrastats
Preventative and protective measures			Ref. Intrastats
Pregnant women and new mothers			Ref. Intrastats
Emergency procedures			Ref. Intrastats
Awareness of hazards – any particular to type of work			Ref. Intrastats
Safety rules			Ref. Intrastats
Emergency procedures			
Clear gangways, exits			
Location of exits			
Dangerous substances or processes			
Reporting of accidents			Ref. Intrastats
First aid			Ref. Intrastats
Personal hygiene			
Introduction to safety representative			Derek Lamb – safety representative
<b>Welfare and worker benefits/facilities</b>			
Protective clothing – supply			
Medical services	N/A		
Savings schemes (including share options)	N/A		

	Carried out by	Date	Comments
General behaviour/dress code			Ref. Intrastats
	Carried out by	Date	Comments
Transport/parking arrangements			Ref. Intrastats
<b>The job</b>			
Introduction to manager/supervisor			
Requirements of new job			
Standards expected			
Co-workers			
Supervision and work performance appraisals			
<b>I.T. Systems</b>			
Telephones			Ref. Intrastats
Intrastats			
Opera			Ref. Intrastats
GoldMine			Ref. Intrastats
GMail			
Open Office/Microsoft Office			