

First day Induction of new member of staff

Name of Supervisor carrying out induction:

Name of new employee:

Date:

Documents for new staff for information -

Who's Who

Inform them the location in Intrastats of the Company Personnel Manual

Documents new staff are required to fill in and return -

Health Questionnaire

Details of where to pay wages etc.

Documents required to sign on first day -

Contact of employment

Ask them if there anything further we should be aware of?

Proof of identity and eligibility to work

Tick that you have seen a valid Passport / Birth Certificate / Adoption Certificate / Naturalisation Certificate. Together with proof of UK National Insurance Number (National Insurance Number to be filled in on details of where to pay wages etc.)

Areas to be show / talked about -

Company Pension – Nest

Walk round both buildings and introduce to staff where possible

Fire doors / Exits

Fire extinguishers

First aid boxes

First aider – name and position

Fire escape routes

Lockers and Shelf in Kitchen

Show round kitchen

Bins and recycling

Clocking in

Health and Safety general – for both in the office and remote working

Clear areas and desks.

Chair

Desk

Foot rest

Wrist rests

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Monitor height

Check working area is suitable and no extra equipment is needed.

If there is a requirement for remote working, discuss and ensure the correct equipment is available.

Tell them what to do in the case of a Fire or emergency.

Tell them about the importance of ISO and the quality policy. Make sure they understand the significance of the ISO standards and where to find the relevant information eg. VOPs, procedures etc.

GDPR discuss basics and make sure aware of data security.

Tell them a review will be carried out and in one/three Month but let them know they can and should ask question if they need any help or are having any problems.

Any Reasonable Duties

During your employment, you may be asked to perform tasks and duties that, while reasonable, may fall outside your primary job description. These tasks will be within the scope of your capabilities and in line with our company's needs. We aim to ensure a flexible and adaptive work environment, and your cooperation in handling various responsibilities will be greatly appreciated.

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Outline of a job induction checklist

A checklist should ensure that both the new employee and their line manager know what has or has not been covered at any given time.

They both need a copy which should be kept up to date, so they can follow what is happening. It can also act as a reminder of anything that needs particular attention.

While a checklist is helpful, it should not turn the induction into a tick-box exercise. It should be the responsibility of both management and the new starter to ensure all items are properly covered.

Create a forward Issue(s) to cover future reviews in the tick list.

The signed document need to be save into the staff admin files page and given to the HR manager to add to the staff secure file.

Name of employee:		Job title:	
Start date:		Date induction completed: (with signature of new starter)	
First day	Carried out by	Date	Notes
Welcomed by			
Show new employee where they will be working			
Discuss remote working where applicable			
Introduce them to their line manager, colleagues and senior managers			
Show new employee rest of organisation including facilities			
Deal with any key matters such as their P45, National Insurance number and evidence of legally allowed to work in UK, this can be a passport or other proof.			

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<p>Show new employee the fire exits, extinguishers, Manual call point and assembly point.</p> <p>Outline health & safety</p>			
<i>Introduction to the company</i>			
Who's who, how it works and what it produces			
Brief history			
<i>New employee's job</i>			
Explain it fully, how it fits in the organisation and work practices			
Outline expected performance and how it will be assessed			
Discuss Training			
Intrastats and accessing training documentation			
<i>New employee's terms and conditions of employment</i>			
Show location in Intrastats document index, run through required reading			
Review contract of employment - This includes details of any probationary			

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period, Periods of notice, and hours, breaks, holidays pay			
Let them know when they will get paid			
Pension information – Auto enrolment			
<p>Explain that the organisation's important rules on:</p> <ul style="list-style-type: none"> • job performance • discipline • absence, including because of illness and sick pay • complaints against staff, such as bullying and harassment • Maternity/paternity/parental leave/shared parental provisions • Details such as dress code, parking, smoking and the canteen <p>can all be found in the document index and will be part of the required reading</p>			
Other important rules such as use of the company internet, email and phones			
<p>Complete documentation on new employee's appointment for their personal file to be kept securely</p> <p>Bank info form and health form. Let them know that we take GDPR very</p>			

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seriously and information is only used when needed. Health form is for if there is an emergency in the office/warehouse and would be given to emergency healthcare professionals. Banking info is the setting up payroll and bank transfers.			
Health & safety Detailed training on health & safety in the organisation Will be on the required reading.			
Ask the new staff member to sign this form after the above has been completed.			
First month	Carried out by	Date	Notes
The organisation's commitment to being an equal opportunities employer			
Towards the end of four weeks, an informal meeting with the line manager to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns			
At three months	Carried out	Date	Notes

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	by		
<p>Review with the line manager how the new starter is settling in and performing</p> <p>This is also an opportunity to pinpoint any development needs, set timescales for achieving them and adjust work targets if required</p>			

At six months	Carried out by	Date	Notes
<p>If the new employee is on probation, then it's decision time – will they stay or go?</p> <p>If they're staying, it's time for the line manager to look to the next six months, any new work objectives, and any experience, coaching or training needs</p>			
At 12 months	Carried out by	Date	Notes
<p>Ask the employee for feedback on their induction – what worked well? What could be improved?</p>			