**INDUCTION CHECKLIST**

|  |
| --- |
|  |
| Name |       | Department |       |  |
|  |
| Job title |       | Date started |       |  |
|  |
|  | Tick |  | Date |  |
| 1. Welcome to organisation
 | [ ]  |  |       |  |
|  |
|  |
| Confirm name of manager/supervisor | [ ]  |  |       |  |
|  |
| Hours |
|  Clocking-in procedure | [ ]  |  Lunch break | [ ]  |  |       |  |
|  |
|  Flexitime rules | [ ]  |  Overtime | [ ]  |  |       |  |
|  |
| Holidays |
|  Entitlement | [ ]  |  Payment | [ ]  |  |       |  |
|  |
|  Authorisation procedure | [ ]  |  Holiday booked | [ ]  |  |       |  |
|  |
|  Other leave | [ ]  |   |
|  |
| Sickness |
|  Notification procedure | [ ]  |  Medical certificates | [ ]  |  |       |  |
|  |
|  Self certification | [ ]  |  Payment | [ ]  |  |       |  |
|  |
| Pay |
|  Basic rate | [ ]  |  Day of week/month paid | [ ]  |  |       |  |
|  |
|  Shift/overtime rate | [ ]  |   |
|  |
|  Obtain from employee: |
|  P45 or P15/signature on form P46 | [ ]  |  |       |  |
|  |
|  NI number | [ ]  |  |       |  |
|  |
|  Exemption care (reduced rate NI) | [ ]  |  |       |  |
|  |
|  Bank details — name, address, account number, sort code | [ ]  |  |       |  |
|  |
|  |
| Notice period either side | [ ]  |  |       |  |
|  |
|  |
| Pension scheme eligibility | [ ]  |  Medical insurance | [ ]  |  |       |  |
|  |
|  Life assurance | [ ]  |   |
|  |
| Luncheon voucher arrangements |
|  Season ticket loan scheme | [ ]  |  |       |  |
|  |
|  Discounts available | [ ]  |  |       |  |
|  |
|  Bonus | [ ]  |  |       |  |
|  |
| Give to employee |
|  Staff handbook/organisation rules | [ ]  |  |       |  |
|  |

|  |
| --- |
|  |
|  Statement of terms and conditions | [ ]  |  |       |  |
|  |
|  Pension scheme booklet | [ ]  |  |       |  |
|  |
|  House magazine | [ ]  |  |       |  |
|  |
|  Uniform/protective clothing | [ ]  |  |       |  |
|  |
|  Security pass | [ ]  |  |       |  |
|  |
| Obtain from employee |
|  Emergency contact name, address, telephone number | [ ]  |  |       |  |
|  |
|  Sight of driving licence | [ ]  |  |       |  |
|  |
|  |
| Explain induction programme | [ ]  |  |       |  |
|  |
|  Any questions? | [ ]  |  |       |  |
|  |
|  |
| Introductions in department | [ ]  |  |       |  |
|  |
| Location of services |
|  Lavatories | [ ]  |  |       |  |
|  |
|  Restaurant/canteen | [ ]  |  |       |  |
|  |
|  Storage for belongings | [ ]  |  |       |  |
|  |
| Health and safety |
|  Policy | [ ]  |  |       |  |
|  |
|  First aid | [ ]  |  |       |  |
|  |
|  Fire/bomb alerts | [ ]  |  |       |  |
|  |
|  Note on new employee to: |
|  Department | [ ]  |  Security | [ ]  |  |
|  |
|  Noticeboards | [ ]  |  Staff magazine | [ ]  |  |
|  |
|  Information to: |
|  Payroll | [ ]  |  Pensions | [ ]  |  |
|  |
|  |
|  Open personnel file | [ ]  |   |
|  |
|  Absence card | [ ]  |  Clock card | [ ]  |  |
|  |
|  Note in personnel daybook | [ ]  |   |
|  |  |  |  |  |
|  Check progress with new employee: |
|  After one week | [ ]  | After one month | [ ]  | After three months  | [ ]  |  |
|  |  |  |  |  |