**INDUCTION CHECKLIST**

|  |  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | | |
| Name |  | | | Department |  | | | |  |
|  | | | | | | | | | |
| Job title |  | | | Date started |  | | | |  |
|  | | | | | | | | | |
|  | | | | | | Tick |  | Date |  |
| 1. Welcome to organisation | | | | | |  |  |  |  |
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|  | | | | | | | | | |
| 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 | | | | | |  |  |  |  |
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| 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 | | | | | |  |  | |  | | | |  |
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| Explain induction programme | | | | | |  |  | |  | | | |  |
|  | | | | | | | | | | | | | |
| Any questions? | | | | | |  |  | |  | | | |  |
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|  | | | | | | | | | | | | | |
| 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 | | | | | | |  |  | |
|  | | | | |  | | |  | |  | | |  |