

A large blue circle containing the text "Induction checklist for new staff". The word "checklist" is highlighted in a yellow rectangular box.

Induction
checklist for
new staff

Employee name:

Employee job title:

Start date:

Manager name:

Manager job title:

This induction checklist provides managers with a structure for the first few weeks of a new staff member's employment at:

As a manager, it is your responsibility to work through this checklist with your new starter and other colleagues during the onboarding process.

While this checklist is helpful, it should not turn the induction into a tick-box exercise. Please ensure all the below items are properly covered and signed off by the relevant person.

First day

Delivered by

Date

Notes

Introduction

Welcome/greeting

Introduction to line manager, colleagues, and relevant senior managers

Premises

Tour of the facility/office

Parking/ID/security

Health and safety

Dedicated first aiders and first aid box location

Workstation assessment

Fire alarm procedures and drills including emergency exits

Health and safety information and policies

Working terms and conditions

Outline expectations

Payday details

Hours of work, flexi policy and absence and sickness reporting

Annual (and other) leave booking process

Outline of key benefits

Expenses claims

Gain details of any employee representation, e.g. trade union membership

First day

Delivered by

Date

Notes

Setup

Computer setup and login

Work phone setup

Uniform / dress code

Use of email, signatures and
out of office setup

IT passwords and helpdesk

Use of photocopiers, printers
and scanners

First week

Delivered by

Date

Notes

Conditions of work

Brief history and introduction
to company

Introduction to key people

Company overview

Job description and job
requirements

Assessing performance
(appraisals, reviews, etc.)

Pre-existing team meeting
arrangements

Internal communication channels

Staff benefits access

Induction training modules

Health and safety training

Future development
opportunities

First week

Delivered by

Date

Notes

Policies

Where to access relevant policies and procedures

GDPR

Employee code of conduct

Complaints

Whistleblowing code

First month

Delivered by

Date

Notes

Review

First month review meeting to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns

After three months

Delivered by

Date

Notes

Review

Meeting with line manager to see how the employee is settling in and performing. Set timescales for achieving any developmental needs, adjusting work targets if needed

Ensure all the above have been completed

After six months

Delivered by

Date

Notes

Review

Discuss the employee's probation

Look at goals for the next six months, any training needed, and any objectives to set

Feedback

Employee feedback on the induction process

Next steps

Please return a signed copy of this induction checklist to:

as it will be retained within the new starter's employment record.

Signed (employee)

Signed (manager)

Date completed

