

Sample Induction Checklist

Name:				
Area to be addressed	Whom to contact	To be completed by (date)	Signed	Date Completed
Completion of staff registration form				
Tour of building and facilities (including map)				
Overview of fire and evacuation procedures				
Introduction to work colleagues				
Introduction to key departmental contacts (list)				
Introduction to other key contacts (list)				
Discussion of working hours, departmental culture, meal breaks, social activities etc.				
Policy on access to training and development activities				
Whom to notify of illness, self-certification, sick pay; arrangements for annual leave				
Discussion of job description – clarification of role and expectations and identification of development needs				
Discussion of pension scheme options	(Pensions office)	(Within first two weeks)		
Information about trade union membership and staff representation				
Provision of appropriate documentation, with relevant discussion if necessary: contract of employment; grievance and disciplinary procedures; health and safety procedures; equal opportunities policy; appraisal documentation and guidelines				