

Student Induction Checklist

This form should be completed by the employer and student on the first day or early during the placement.

		Yes	No	Student initials
1	The student is welcomed and introduced to the workplace			
2	The business of the organisation is described			
3	Student is shown through the offices/facility and introduced to appropriate staff members			
4	Toilet locations are shown			
5	Staff lunch area identified and break times and normal protocol described			
6	Telephone use explained			
7	Use of mobile phone agreed (including ring tone type and volume if applicable)			
8	Use of computers explained			
9	Fire exits and location of fire extinguishers/equipment identified. Emergency procedures discussed.			
10	Health and Safety procedures explained and training received if necessary (e.g. manual handling)			
11	Procedures for any equipment use explained (printing / hand tools etc.)			
12	Advised on how to report an accident/injury/near miss			
13	Work times and punctuality policy explained			
14	Absenteeism policy explained			
15	Personal standards/behaviour/explained, code of conduct agreement signed			
16	Dress code and standards of appearance explained			
17	Student responsibilities explained			
18	Students goals and targets discussed			
19	School insurance details have been given to the employer			

Other Comments:

Student's Signature: _____

Supervisor's Signature: _____