New Employee Induction Checklist

Employee Name _____ Line Manager _____

Position _____ Start Date _____

The induction should be tailored to meet the requirement of the individual and the role they will perform.

ACTION	Date Completed	Mgr initials
Before New Employee Joins		
Recruitment authorised paperwork completed		
Confirm start date _____		
Joining instructions and offer pack sent		
New starter material completed and returned by employee		
Ensure that a new employee file has been set up and that you have a copy of the contract		
Organise workspace/desk		
Organise equipment (e.g. PC access, email address, telephone)		
Organise business cards		
Organise induction timetable		
Book training, if necessary		
Organise H&S and other online training for 1st Day (as required for role)		
Organise desk and PC access for first day		
Diarise first probationary objective setting meeting (During first week)		
Diarise mid-probationary review meeting		
Diarise end of probationary review meeting		

ACTION	Date Completed	Mgr initials
Day One and Week One		
Show new employee their workspace/desk.		
Run through plan for the first week, referring to the induction timetable.		
Tour of office and introductions to key people		
Organisation Overview - site map - canteen, first aid, post, etc. - telephone system - computer system - Organisation chart - global - organisation chart - departmental - company products and services - security pass - Car park pass/ parking arrangements - security procedures		
Talk Employee through their Employment Details Policies and Procedures - absence/sickness procedure - working time, including hours, flexi-time, etc. - arrangements for breaks - holidays/special leave and how to book leave - probation period - performance management system - discipline procedure - grievance procedure - internet, email and social media policy - equality and diversity policy **Administration:** - Obtain copy of driving licence (if necessary) and keep on file - Obtain copy of proof of eligibility to work in the UK (e.g. passport) - Obtain P45, if not previously submitted		

Complete payroll/Bank Details information form, if not previously completed		
Talk through local department induction details		
Discuss the Probationary Process (ensure documents are printed in advance)		
Health & Safety overview - Emergency exits - Evacuation procedures - First aid facilities - Accident reporting - Protective clothing - Specific hazards - Policy on smoking		
Financial - pay - payment date and method - tax and national insurance - benefits - pension/stakeholder pensions - expenses and expense claims		
Learning and Development - Development opportunities and in-house courses - CPD and Personal Development Plan - Career Management		
Culture and values - background - mission statement - quality systems - customer care policy - employer brand		

Once completed keep a copy on the employee's personal file