INDUCTION CHECKLIST

Name of employee: .

Start date:………………………………………………………………

This is a checklist of information for induction which managers/supervisors should use with new staff as part of their induction programme within the first few days.

**Graduates and college/school leavers**

These staff may not have previous work experience and will need careful integration into the department. Discuss the following:-

1. Role within the department.
2. Reporting responsibilities.
3. Allocation and prioritisation of work.

**Staff with disabilities**

Disabilities include for example physical handicap, deafness, blindness, mental handicap. Consider the following for discussion:-

1. Confirm the nature of the disability.
2. Clarify if the employee has any special needs relating to disability.
3. Check wither employee has any particular concerns regarding the workplace.

**Items to cover**

1. Tour of the premises: - Covering entrances and fire/exits, toilets, kitchen/canteen and staff notice boards.
2. Health and Safety: - Risk assessments, first aid, safety hazards, safety rules and precautions, protective clothing, smoking policy, emergency procedures and fire alarm drill.
3. Information:- Hours of work, breaks, code of conduct, communication ie calling in sick, saying when a task is completed, dress code, PPE, staff handbook and confidentiality.

I have been informed about and understand the above items.

Signature …………………………………………. Date …………………………………

I confirm that the above induction programme has been completed for the above member of staff.

Signature …………………………………………. Date …………………………………