[Company Name / Logo]

Employee Induction Checklist

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| --- | --- |
| Employee surname |  |
| Forename(s) |  |
| Department |  |
| Start date |  |

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| --- | --- |
| **General** | **Date** |
| Explanation of induction procedure |  |
| Introduction to manager/supervisor/ colleagues |  |
| Location of department/work area |  |
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| HR |  |
| Employee details for personnel records |  |
| Contract of employment |  |
| Staff handbook or other necessary written information |  |
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| Reward |  |
| Basic pay, overtime rate, etc. |  |
| When and how paid |  |
| Obtain P45, NI number, bank details |  |
| Pension schemes |  |
|  |  |
| Hours of work |  |
| Normal hours, lunch and other breaks |  |
| Overtime/flexible working arrangements |  |
| Timekeeping and recording procedures |  |
| 48-hour directive letter |  |
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| Holidays |  |
| Arrangements/qualification |  |
| Application form and pay entitlement |  |
| Current commitments of employee |  |
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| Attendance |  |
| Absence notification procedure |  |
| Company sick pay arrangement |  |
| SSP entitlement and qualifying days |  |
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| Rules and discipline |  |
| Company rules and procedures |  |
| Disciplinary, grievance and appeal procedures |  |
| Periods of notice |  |

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| Health and safety | **Date** |
| Health and safety policy statement |  |
| Fire procedures, fire drills and escape routes |  |
| First aid and accident reporting procedures |  |
| Good housekeeping and tidiness |  |
| Security arrangements |  |
| Use/availability of personal protective equipment |  |
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| Health and safety risks and protective/preventative measures  |  |
| Emergency procedures and escape routes |  |
| Reporting of health hazards |  |
| Smoking rules/restrictions |  |
| Safety officer/representatives |  |
| Health and safety training |  |
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| Role and organisation |  |
| Job description and departmental information |  |
| Refreshment facilities |  |
| Transport and parking arrangements |  |
| Use of company telephone |  |
| Company structure, history, products, services |  |
| Performance appraisal, education, training and prospect of promotion |  |
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| Trade union membership/recognition |  |
|  |  |
| Useful contacts |  |
| Manager/supervisor |  |
| Safety officer/representative |  |
| First aider/appointed person |  |
|  |  |
| Quality management |  |
| Quality policy |  |
| Mandatory procedures |  |
| Operational instructions |  |
| Records/non-compliance reports |  |

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| Tour of premises | **Date** |
| Location of toilets and washing facilities, cloakrooms, exits and entrances, emergency and fire exits, fire alarm points and extinguishers, first aid points, canteen, prohibited areas, hazards, notice boards and any areas to which the employee will need to go in the course of his/her job. Introduce staff in other departments with whom the employee will have personal or telephone contact. |
|  |
| **Inductor’s signature**(I have delivered the above induction training): | **Inductee’s signature** (I have received the above induction training): | **Date:** |