

# Induction checklist

## Recruitment checklist

Name of employee:	[insert details]
Job title and department:	[insert details]
Start date:	[DD-MM-YYYY]
Date of completion of induction:	[DD-MM-YYYY]

	Completed by	Date	Comments
<p><b>Welcome</b> Introduction to department manager and line manager Complete and check any outstanding documents and forms Obtain P45 and NI number and set up employee on payroll and employer's pension scheme if applicable (see: <a href="https://www.gov.uk/new-employee">https://www.gov.uk/new-employee</a> ) Issue any security pass or security information for entering the workplace</p>	[insert details]	[DD-MM-YYYY]	[insert details]
<p><b>Structure and organisation of the business</b> Brief history Products and services Key clients Organisational structure Management structure Locations Departments Regulatory bodies, if the employer is regulated</p>	[insert details]	[DD-MM-YYYY]	[insert details]

Future plans and developments			
<b>Structure of the department</b> Departmental structure Its relationship with other departments Introduction to other managers Introduction to work colleagues	[insert details]	[DD-MM-YYYY]	[insert details]
<b>Tour of the office</b> Entrances and exits Toilets Lockers/cloakroom Kitchen/canteen Staff notice boards Store rooms Other facilities	[insert details]	[DD-MM-YYYY]	[insert details]
<b>If not already provided, ensure employee has been given their terms and conditions of employment and notified of other key rules and procedures:</b> Probationary period Hours of work, rest breaks and overtime Salary, including when and how paid Expenses Annual leave entitlement and holiday rules Sickness and other absence rules Standards of dress Standards of performance and behaviour expected Disciplinary and grievance procedures Notice	[insert details]	[DD-MM-YYYY]	[insert details]

<p>periods Other main terms and conditions Staff Handbook Useful contacts for issues, e.g. salary queries, computer problems, etc.</p>			
<p><b>Equal opportunities and dignity at work</b> Equal opportunities policy Dignity at work policy Any training on the above</p>	<p>[insert details]</p>	<p>[DD-MM-YYYY]</p>	<p>[insert details]</p>
<p><b>Health and safety</b> Ensure employee has been notified of/supplied with the following. Where the employer employees 5 or more staff risk assessments and health and safety policies must be provided in writing: Risk assessment Safety hazards Safety rules and precautions Protective clothing No smoking policy Emergency procedures Location of fire exits Location of firefighting equipment Fire alarm and drill Location of first aid kit Procedure for reporting accidents and location of accident book First aid officers Safety representatives</p>	<p>[insert details]</p>	<p>[DD-MM-YYYY]</p>	<p>[insert details]</p>

<p><b>Use of equipment</b> Ensure employee has access to equipment needed for their job and has been given instructions on its use, including any rules and procedures that apply and how to report defects to equipment or resolve user issues: Telephone Computer, e-mail and Internet Printer Photocopier Other office equipment</p>	<p>[insert details]</p>	<p>[DD-MM-YYYY]</p>	<p>[insert details]</p>
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Signed by line manager: [●]