

Induction Checklist

A lot of information needs to be imparted to the new employee however the volume and timing needs to be managed to ensure maximum learning

1. Introduction to the Company

Inform all staff of imminent new employee/new role
Who's who in the company – organisation chart
History of the company
Products and Services
Customers, key contacts
Business results
The future plans of the company
Tour of the company
Set induction meeting dates with various departments
Allocate work area and equipment needed

2. Terms and Conditions of Employment

Wage/Salary/Bonus payment
Overtime/Shift payment
Method and frequency of payment
Explanation of Pay Slip
Hours of work – shift working/overtime etc
Holiday entitlement/Pay
Probationary Period
Notice Requirements
Sickness Provisions including notification and sickness certification requirements, maternity provisions including Statutory Maternity Pay, Paternity/parental leave provisions, Statutory Sick Pay and/or other sick pay scheme
Career Development – Promotions/Transfers
Training Provisions
Savings Schemes
Retirement Policy
Pension Scheme

3. Employer/Employee Relations

Trade Union Membership
Negotiating arrangements and practice
Grievance Procedure
Disciplinary Procedure
Equal Opportunity Policy, Harassment Policy and Procedure
Appeals Procedure
Communication and Consultation – notice boards, etc.

4. Rules, Procedures, Policies, Arrangements

General Behaviour – punctuality, clocking on and off, arrangements covering casual absence, smoking/alcohol/drugs policy etc.
Canteen Facilities (if applicable) tea and lunch breaks
Toilets/Lockers/Cloakrooms
Car parking
Telephone systems & calls
Facilities – fax, photocopier, stationery, mail, noticeboards
Suggestion Schemes

5. Safety, Health & Security

Safe Working Practices/Rules etc.
Protective Clothing
Dangerous Practices/Substances
Fire Regulations/Drills/Evacuations etc
Medical Examinations
First Aid Arrangements
Accident Reporting
Personal Hygiene
Health & Safety Policy Statement
Introduction to Safety Representative(s)
Environmental Policies

6. The Job

Introduction to immediate supervisor/manager
Introduction to immediate fellow employees
Introduction to working arrangements
Familiarisation with the work
Work Performance Appraisals
Key results for individual
Quality of Workmanship

7. Internal Systems

House styles
Filing
Telephones
Finance – petty cash, expenses, budgets
IT systems