

STAR-LITE



Induction Checklist

Name: _____ Job Title: _____

Line Manager: _____ Start Date: _____

Induction Item	Date	Completed by	Comments
Reception Personnel documents and checks completed including: P45 NI Number Eligibility or work permit Swipe / security card / keys Computer log in			
Company Introduction Company structure Who's who History Products / services / markets Key external contacts Current priorities Future plans and developments			
Terms and conditions of employment Written terms and conditions issued Contract of employment issued Hours, breaks, methods and dates of payment Holidays and approval procedure Timekeeping / flexitime / reporting procedures Probationary period Period of notice Sickness provision Pension provision			
Equal Opportunities Equal opportunities policy issued			
Training and development			

<p>Further education / training policies Performance appraisal Promotion avenues Mentoring / buddy relationships</p>			
<p>Employee Relations Trade union membership Other employee representation Communication and consultations Grievance and disciplinary procedure Appeals procedure</p>			
<p>Standards of Conduct Smoking policy General behaviour / dress code Telephone calls and internet use Break times and facilities Toilets, cloakrooms, lockers</p>			
<p>Health and Safety Hazard awareness Safety rules and policy Emergency procedures Location of (and clear) gangways and emergency exits Accident reporting First aid(er) Personal hygiene Safety representative</p>			
<p>Facilities Sports and leisure facilities Canteen / social space Protective clothing Medical services Savings schemes Transport and parking Company discounts</p>			
<p>The Role Meeting with line manager Requirements of new job Standards expected / objectives Co-workers introduction Supervision arrangements Performance appraisal arrangements</p>			

Date Induction completed

To be completed by the new member of staff:

I confirm that I have received information, guidance and instruction as indicated on this checklist.

Further induction information needs to include:

Signed:

Date:

To be completed by the line manager:

The above member of staff has received the induction training listed above.

I have noted the areas requiring further information and have included these, where appropriate into the individual's probationary / ongoing training and development plan.

Signed:

Date:
