

A large blue circle containing the text "Induction checklist for new staff". The word "checklist" is highlighted in a yellow rectangular box.

Induction  
checklist for  
new staff

Employee name:

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Employee job title:

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Start date:

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Manager name:

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Manager job title:

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This induction checklist provides managers with a structure for the first few weeks of a new staff member's employment at:

As a manager, it is your responsibility to work through this checklist with your new starter and other colleagues during the onboarding process.

While this checklist is helpful, it should not turn the induction into a tick-box exercise. Please ensure all the below items are properly covered and signed off by the relevant person.

# First day

Delivered by

Date

Notes

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## Introduction

Welcome/greeting

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Introduction to line manager, colleagues, and relevant senior managers

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## Premises

Tour of the facility/office

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Parking/ID/security

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## Health and safety

Dedicated first aiders and first aid box location

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Workstation assessment

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Fire alarm procedures and drills including emergency exits

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Health and safety information and policies

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## Working terms and conditions

Outline expectations

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Payday details

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Hours of work, flexi policy and absence and sickness reporting

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Annual (and other) leave booking process

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Outline of key benefits

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Expenses claims

---

Gain details of any employee representation, e.g. trade union membership

## First day

Delivered by

Date

Notes

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### Setup

Computer setup and login

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Work phone setup

---

Uniform / dress code

---

Use of email, signatures and  
out of office setup

---

IT passwords and helpdesk

---

Use of photocopiers, printers  
and scanners

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## First week

Delivered by

Date

Notes

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### Conditions of work

Brief history and introduction  
to company

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Introduction to key people

---

Company overview

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Job description and job  
requirements

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Assessing performance  
(appraisals, reviews, etc.)

---

Pre-existing team meeting  
arrangements

---

Internal communication channels

---

Staff benefits access

---

Induction training modules

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Health and safety training

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Future development  
opportunities

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## First week

Delivered by

Date

Notes

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### Policies

Where to access relevant policies and procedures

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GDPR

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Employee code of conduct

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Complaints

---

Whistleblowing code

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## First month

Delivered by

Date

Notes

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### Review

First month review meeting to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns

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## After three months

Delivered by

Date

Notes

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### Review

Meeting with line manager to see how the employee is settling in and performing. Set timescales for achieving any developmental needs, adjusting work targets if needed

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Ensure all the above have been completed

## After six months

Delivered by

Date

Notes

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### Review

Discuss the employee's probation

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Look at goals for the next six months, any training needed, and any objectives to set

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### Feedback

Employee feedback on the induction process

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## Next steps

Please return a signed copy of this induction checklist to:

as it will be retained within the new starter's employment record.

Signed (employee)

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Signed (manager)

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Date completed

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