

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:

---

Employee job title:

---

Start date:

---

Manager name:

---

Manager job title:

---

---

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

---

## Introduction

Welcome/greeting

---

Introduction to line manager, colleagues, and relevant senior managers

---

## Premises

Tour of the facility/office

---

Parking/ID/security

---

## Health and safety

Dedicated first aiders and first aid box location

---

Workstation assessment

---

Fire alarm procedures and drills including emergency exits

---

Health and safety information and policies

---

## Working terms and conditions

Outline expectations

---

Payday details

---

Hours of work, flexi policy and absence and sickness reporting

---

Annual (and other) leave booking process

---

Outline of key benefits

---

Expenses claims

---

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

---

## First day

Delivered by

Date

Notes

---

### Setup

Computer setup and login

---

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

---

## First week

Delivered by

Date

Notes

---

### Conditions of work

Brief history and introduction  
to company

---

Introduction to key people

---

Company overview

---

Job description and job  
requirements

---

Assessing performance  
(appraisals, reviews, etc.)

---

Pre-existing team meeting  
arrangements

---

Internal communication channels

---

Staff benefits access

---

Induction training modules

---

Health and safety training

---

Future development  
opportunities

---

## First week

Delivered by

Date

Notes

---

### Policies

Where to access relevant policies and procedures

---

GDPR

---

Employee code of conduct

---

Complaints

---

Whistleblowing code

---

## First month

Delivered by

Date

Notes

---

### 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

---

## After three months

Delivered by

Date

Notes

---

### 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

---

Ensure all the above have been completed

## After six months

Delivered by

Date

Notes

---

### Review

Discuss the employee's probation

---

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

---

### Feedback

Employee feedback on the induction process

---

## 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)

---

Signed (manager)

---

Date completed

---

