# Checklist for managing induction

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| --- | --- |
| **Name:** |  |
| **Job role:** |  |
| **Name of new starter:** |  |
| **Start date:** |  |
|  |  |
| **Information to cover during induction** | **Date covered:** | **Covered by****(initials):** |
| Arrangements for first day |  |  |
| Company information |  |  |
| Company values |  |  |
| Company code of conduct |  |  |
| Company policies and procedures |  |  |
| Explanation of data protection privacy notice and other data protection policies |  |  |
| Location of employee handbook |  |  |
| Departmental aims and objectives |  |  |
| Departmental processes e.g. booking holidays, reporting absence |  |  |
| Introduction to colleagues |  |  |
| Team aims and objectives |  |  |
| Line manager expectations |  |  |
| Tour of the building |  |  |
| Location of building facilities |  |  |
| Car parking arrangements |  |  |
| Health and safety requirements |  |  |
| Equal opportunities policy |  |  |
| Security information |  |  |
| Email and internet policies |  |  |
| Payment process |  |  |
| Job role and responsibilities |  |  |
| System log in details |  |  |
| Probationary period requirements and review periods |  |  |
| Training plan including systems training |  |  |