# 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 | |  |  |