# Checklist for new starter to record learning during induction

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| **Name:** |  |
| **Job role:** |  |
| **Start date:** |  |
|  |
| **Induction task** | **Date undertaken:** | **Undertaken by (initials):** |
| Received information on job description |  |  |
| Received written statement of terms and conditions |  |  |
| Received copy of Employee Handbook/shown location of Employee Handbook and other Company policies including company car policy (where applicable) |  |  |
| Received employee privacy notice |  |  |
| Received security pass to building |  |  |
| Been allocated a ‘buddy’ |  |  |
| Been allocated a workspace |  |  |
| Been shown how to log on to IT systems |  |  |
| Introduced to colleagues |  |  |
| Received a tour of the workplace |  |  |
| Holiday booking procedure explained |  |  |
| Expenses procedure explained |  |  |
| Given computer log in details |  |  |
| Received demonstration of company intranet |  |  |
| Telephone system explained |  |  |
| Provided driving licence |  |  |
| Received company credit card |  |  |
| Health and safety requirements explained |  |  |
| Fire evacuation procedure explained |  |  |