# 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 | |  |  |