INDUCTION
CHECKLIST

We see it as a big part of our role to share our know-how with you, and because we've been awarded a place in Britain's 100 Best Workplaces, we're keen to pass on some of our own best practices. The following template will help you plan for your new recruits' induction – so they learn the ropes, feel more at home, and become productive quickly.

About Great Place to Work

Great Place to Work® research and recognise leading organisations in more than 45 countries worldwide. Based on data representing over 10 million employees, these best workplaces competitions form the world's largest and most respected study of workplace excellence and people management practices.

About us

Office Angels sources talented and hardworking office professionals across every sector and region of the UK. And because we take the time to foster supportive, long-lasting relationships, you can be confident in our ability to make the right connection, every time. With an extensive network of branches, we pride ourselves on our local service and national coverage.

officeangels
RECRUITMENT CONSULTANTS

Making your company a great place to work (from day one)

Get the most from your new talent, and help turn them into loyal, long-term employees, by making the right impression, right from the start.

Introducing policies, procedures and the finer points of your company culture through a structured induction programme — covering everything from team values to tea breaks — will help new starters hit their stride quicker.

An induction checklist (ideally countersigned by your new recruit) is a great way to track progress. It can also come in handy further down the line if you need to check which policies your workers have been briefed on, or to use as proof of training in the event of a health and safety inspection.

But remember, too much information too soon can be overwhelming, so don't try to squeeze everything into their first week; bring your new starter up to speed at a steady pace.

Pre-employment	
	☐ Send out joining instructions and company literature
	☐ Check proof of right to work in the UK (if not already done during recruitment)
	☐ Finalise conditions of employment
	☐ Send an email to your team introducing their new colleague
	☐ Ensure your new starter has a clean desk and working phone
	☐ Organise and test computer logins/arrange access to relevant programs
	☐ Assign a mentor or 'buddy'
	☐ Schedule new starter meetings with your team (within the first two weeks)
	☐ Arrange for a later start time on day one to allow for operational issues
Health and safety	
	☐ Emergency exits
	☐ Evacuation procedures
	☐ First aid facilities
	☐ Health and safety policy
	☐ Accident reporting
	☐ Protective clothing
	☐ Specific hazards
	☐ Smoking policy
	☐ Social media policy

Organisation	
	☐ Job description review
	☐ Site map (canteen, first aid, post area etc.)
	☐ Telephone system training
	☐ Computer system training
	☐ Organisational chart (company-wide)
	☐ Organisational chart (departmental)
	☐ Company products and services
	☐ Key company contacts (IT, HR, finance, payroll)
	☐ Security procedures
	☐ Security pass
	☐ Car park pass
Terms and conditions	
	☐ Absence/sickness procedure
	☐ Working times — including hours and flexi-time, etc
	☐ Arrangements for breaks
	☐ Holidays/special leave
	☐ Probation period
	☐ Performance management system
	☐ Discipline procedure
	☐ Grievance procedure
	☐ Internet and email policy
Financial	
	☐ Pay (payment date and method)
	☐ Tax and National Insurance
	☐ Benefits
	☐ Pension/stakeholder pensions
	☐ Expenses and expense claims
Training	
	☐ Agree training plan
	☐ Discuss training opportunities and in-house courses
	☐ Personal Development Plan
	☐ Career management
Culture and values	
	☐ Background and history

	☐ Mission statement ☐ Quality systems ☐ Customer care policy ☐ Employer brand
Post induction	☐ Meeting with line manager ☐ Meeting with HR

Source: Chartered Institute of Personnel and Development, Office Angels

Summary of induction, comments and objectives

Signed by manager …………………………………………. Date……………………………

Signed by team member ………………………………… Date……………………………