

INDUCTION CHECKLIST

Date: _____

Employee: _____

Supervisor: _____

1. Welcome and Personnel Matters CHECK information received re:	Date Completed	Initialled by Supervisor	Initialled by Employee
PAY			
HOLIDAYS			
SICKNESS			
GRIEVANCE PROCEDURES			
Outstanding Matters:	Queries:		
NOTES:			

2. Description of Unit	Date Completed	Initialled by Supervisor	Initialled by Employee
Describe unit and its work			
Organisation of unit			
Management and Supervision			
Role of sub-unit/section			
Outstanding Matters:	Queries:		
NOTES:			

3. Employee's Duties	Date Completed	Initialled by Supervisor	Initialled by Employee
Position Description			
Employee's role			
Supervisor			
Conduct and standards			
Uniform / dress code			
Customers: who they are / expectations			
Outstanding Matters:	Queries:		
NOTES:			

4. Training	Date Completed	Initialled by Supervisor	Initialled by Employee
Describe induction training			
Outline training / development opportunities			
Outstanding Matters:	Queries:		
NOTES:			

5. Local policy, procedures and arrangements	Date Completed	Initialled by Supervisor	Initialled by Employee
Health & Safety Policy			
Health & Safety Officer			
First Aid			
Fire Precautions, drill and alarm testing			
Security			
Smoking			
Hygiene			
Risk Assessment			
Manual Handling			
Incident / Accident forms			
Outstanding Matters:	Queries:		
NOTES:			

6. Matters specific to the position	Date Completed	Initialled by Supervisor	Initialled by Employee
Hours			
Shifts			
Meal Breaks			
Responsibilities			
Telephones and communications			
Leave			
Outstanding Matters:	Queries:		
NOTES:			

7. Facilities	Date Completed	Initialled by Supervisor	Initialled by Employee
Parking			
Toilets			
Eating facilities			
Tour of workplace			
Introduction to other staff			
Outstanding Matters:	Queries:		
NOTES:			