

LOCAL INDUCTION CHECKLIST

NEW MEMBERS OF STAFF

#hello my name is...

<input type="checkbox"/> YES	<i>I have received my introduction to departmental manager/supervisor/training instructor and other staff in my area of work</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have received my staff handbook</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>Uniform requirements have been explained to me</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have received my ID badge</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>Job description, including expectations and limitations of role and all equipment required for my role has been explained to me</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have been shown or given details of all car parking/bicycle storage/bus stops, car parking & permits have been explained to me</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have received a tour of my department, including the location of cloakroom lockers/toilet facilities. I have also been shown my local fire evacuation procedures</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have been shown Time Out/Courtyard Café</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have downloaded my starter pack</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>The Terms and conditions of my employment, including period of notice have been explained to me</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>I have been booked onto the first available Induction and am aware of the date</i>	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<i>My e-learning and classroom mandatory training requirements have been explained to me and I have booked onto the relevant courses</i>	<input type="checkbox"/> NO

Manager Name:

Manager Signature:

Date:

Employee Name:

Employee Signature:

Date: