

# Staff Induction Checklist

By Alex Strickland

- Workstation
  - Organise computer, phone, desk, chair, door name tag.
  - Check that workstation is ergonomic.
- Communication
  - Demonstrate use of telephone, voicemail.
  - Notify switchboard of employee's details.
  - Establish e-mail address.
  - Introduce to local IT support staff.
  - Advise on external/internal mail process, stationery supplies.
- Environment
  - Show location of emergency exits and assembly point, emergency information and procedures.
  - Show location of light switches, toilets, coat lockers, tea room, food outlets.
  - Explain parking regulations/locations.
- Working conditions
  - Explain start and finish times, tea and lunch breaks, flexi-time, pay days, visitors procedures.
  - Provide list of names, titles and positions of people who are significant to the new staff member's workplace.
  - Introduce to colleagues.
  - If appropriate, assign a work colleague to "look after" the new employee.
- Safety and Security
  - Explain health and safety policy and procedures.
  - Explain confidentiality and security standards.
  - Explain hazard, incident and illness reporting procedures.
  - Introduce key environment and safety persons.
- Job Performance
  - Discuss position description.
  - Discuss performance expectations, standards and measurements.
  - Discuss performance development framework.

- Discuss probationary process/code of conduct.
- Discuss any relevant work hazards.