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.