



ExpertHR
solutions

Checklist for managing induction

Name		
Job role		
Name of new starter		
Start date		
Information to cover during induction	Date Covered	Covered by (initials)
Arrangements for first day		
Company information		
Company values		
Company code of conduct		
Company policies and procedures		
Location of employee handbook		
Departmental aims and objectives		
Departmental processes e.g. booking holidays, reporting absence		
Introduction to colleagues		
Team aims and objectives		
Line manager expectations		
Tour of the building		
Location of building facilities		
Car parking arrangements		
Health and safety requirements		
Equal opportunities policy		
Security information		
Email and internet policies		
Payment process		
Job role and responsibilities		
System log in details		
Probationary period requirements and review periods		
Training plan including systems training		