

INDUCTION CHECKLIST

Name		Position		Date Started	
Before new employee starts					
Employment Agreement signed and returned			Appoint "buddy" to assist new employee		
Confirm office desk area and furniture, or workstation, including any special requirements			Complete "New Employee" pack		
Allocate computer equipment, IDs, password, email account, etc.			Prepare list of key people for new employee to meet		
Arrange for new employee to be entered in internal telephone, email and other directories			Enrol new employee for any organisation-wide induction programme		
Organise entry door access card and other security requirements			Prepare induction for first few days.		
Inform work group of start date of new employee			Arrange name label for office door/workstation/desk		
Add employee's name to appropriate distribution lists (email, mail, social club, publications, etc)			Arrange business cards, if appropriate		
Arrange uniform, PPE or any tools or equipment			Payroll/administration/HR advised of start date and terms and conditions		
First few days					
General orientation					
Provide new employee with induction pack			Briefing on role and activities of work unit, and current work priorities. Set a work plan/objectives		
Introduce to "buddy", immediate work group, managers			Introduce to key job-related contacts		
Location of office/workstation/desk – space for work and personal items (e.g. coat), advise relevant intranets, use of computer, software and emails, instruction where required			Provide copy of business plans, budgets and related documents		
Workplace					
Briefing on workplace rules, policies and procedures. Advise performance review process.			Confirm terms and conditions, hours of work, rest periods and lunch breaks		
Instruction in use of telephone system; briefing on system "rules" (e.g. making personal calls)			Location of kitchen, toilets and copier, mail arrangements, stationery and other office equipment		
Security and safety					
Briefing re confidentiality and privacy of information; sign statement is necessary			Emergency and evacuation procedures		
Issue access card, keys, passwords, as appropriate; advise on use and need to safeguard			Fire precautions		
Safety policies and procedures – training if required			Personal protective equipment – availability and access		
Hazard identification and management, Incident reporting			First aid responsibilities and facilities		
Within six weeks of start date					
Arrange and complete training on software systems and other identified aspects of job			Participate in organisation induction programme		
Sign Off					
Employee		Date		Manager	
				Date	