

STAFF INDUCTION CHECKLIST

Name..... Address..... Tel:

Induction Process	Person responsible	Timetable	New Staff signature/date	Manager signature/date
Welcome, introduction to other staff	Manager	Before start date		
Received all policies and procedures, Staff handbook and Welcome Pack	Manager	Before start date		
Received job description	Manager	Before start date		
Read all policies and procedures, welcome pack and staff handbook, had opportunity to discuss any queries with Manager and signed to say they will adhere to them	Manager	Before start date		
Tour of room, toilets, staff cupboard, water cooler, fire exits, fire extinguishers, evacuation procedure.	Manager	Before start date		
Staff induction procedure read and explained by Manager	Manager	Before start date		
First Aid box, First Aiders, Accident book	Manager	Before start date		
Mentor/Manager	Manager	Start date		

