**HR Induction Checklist**

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| **Induction Details** |

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| Name of Recruit:  |  | Start Date:  |

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| Location:  |  | Manager:  |

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| **Prior to Recruits First Day** |

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| **Subject**  | **Initial** | **Date** |
| Send to new employee:* Offer Letter
* Contract
* Personal Details Form
* Job Description
* Working Time Waiver
* Medical Questionnaire
* Child Protection Policy
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| Arrange IT access, mobile phone, car, etc. |  |  |
| Book/Arrange Room for Induction |  |  |

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| **Recruits First Day** |

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| **Induction Information - 20 minutes** | **Initial** | **Date** |
| New employee to be met and welcomed |  |  |
| P45 received or P46 provided |  |  |
| Collect signed Contract, Job Description, Polices and completed Personal Forms |  |  |

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| **Brief overview on company using Induction Presentation - to include:** | **Initial** | **Date** |
| A1 Group Depots |  |  |
| Policies and Procedures |  |  |
| Drugs and Alcohol Policy |  |  |
| Absence and Lateness Policy and Procedures |  |  |
| Holidays and Breaks |  |  |
| Uniform and Dress Code |  |  |
| Site Maps |  |  |
| A1 Group Organisational Structure |  |  |
| Car Parking and Cycle to Work |  |  |
| Depot Facilities |  |  |
| Payroll details explained (How and When) |  |  |
| IT Policy |  |  |

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| **Security** | **Initial** | **Date** |
| General Security |  |  |
| Password Security |  |  |

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| **Organisation Details** | **Initial** | **Date** |
| Issue map of employee Depot (Induction Booklet) |  |  |

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| **Health & Safety and Manual Handling (40 minutes)** | **Initial** | **Date** |
| Show Health & Safety Induction DVD |  |  |
| Issue Company Safety Policy |  |  |
| Issue Memo for Company Safety Policy |  |  |
| Issue Environmental Policy |  |  |
| Issue Memo Environmental Policy |  |  |
| Show DVD and Summary of Manual Handling |  |  |
| Manual Handling Evaluation |  |  |

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| **Building Layouts (10 minutes)** | **Initial** | **Date** |
| Site Evacuation - Show evacuation exits and assembly points |  |  |
| Site Evacuation Evaluation |  |  |

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| **Questions (5 minutes)** | **Initial** | **Date** |
| Ask employee if they have any final questions |  |  |

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| **Confirmation** |

I confirm I have attended the above induction programme:

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| Name:  |

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| Signature:  |  | Date:  |