



Staff Induction Checklist

Acculearn Training Limited

T/A

Cranbrook College

ACCULEARN

Reviewed: 10th May 2018

To be reviewed: 11th May 2019

Staff Induction Checklist

Name:	Date:
Essential items in first hour	Delivered by
Welcome	
Introductions to staff	
Location of toilets	
Fire Drill	
Location of fire assembly point	
Conditions of Service (during day 1)	Delivered by
Sickness procedures and absence notification procedures	
Holiday allowance and notification procedures	
Lunch, tea and coffee breaks	
Hours of work	
How, when and where paid	
Rate of pay	
Bonus Scheme (if applicable)	
Dress Code	
Building entry	
Organisational Briefing (during first week)	Delivered by
History	
Mission Statement and Values	
Current contracts	
Individual contribution to business objectives	

Equal Opportunities policy and IAG Policy	
Discipline and Grievance Procedures	
Access to company policies and procedures	
Health and Safety (during first week)	Delivered by
Health and Safety Policy – Roles and Responsibilities	
Health and Safety Officer	
Staff Development (during second week)	Delivered by
Performance Appraisal Procedures	
Supervision sessions	
Training and Development Policy and Opportunities	
NVQ Development (if appropriate)	

Production Knowledge (as appropriate)	Delivered by
Apprenticeship Framework	
NVQs	
Diplomas	
Functional Skills Qualifications	
Technical Certificates	
Other:	
Other:	
General Administration (during first/second week)	Delivered by
Telephone System	
Message taking	
Photocopying and Printers	
Fax Machine	

Computers (logging on, saving documents etc and related procedures)	
Outlook and Exchange	
Induction into your Job (during weeks one to four)	Delivered by
Key duties and responsibilities including Job Description	
Handover (if appropriate)	
Job priorities	
Departmental systems and procedures	
Key objectives for the next four weeks	
Training needs analysis completed	
Training Plan agreed	
Date agreed for the first supervision	
Documents issued (as appropriate)	
Organisation chart	
Terms and conditions of employment	
Staff Handbook	
Annual Leave Form	
Expenses Form	
Bank Details Form	
Personal Details Form	
Individual Staff development Training record	