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Induction Checklist

Everything to Cover in an Induction



Induction Checklist

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An effective induction ensures that new employees start their employment with a clear understanding of their role, responsibilities, workplace expectations and the support available to them.

It provides an opportunity to ensure all essential documentation, policies and practical arrangements are completed, including contracts, payroll details, benefits, equipment and access requirements. Employees should also be made aware of key policies such as disciplinary, grievance, dignity at work and absence procedures.

A good induction helps employees feel welcomed, valued and prepared, while ensuring they have the information and resources needed to settle into their role quickly.

Ultimately, induction helps to set clear expectations, support compliance, reduce misunderstandings and build a positive employment relationship from the outset.

This checklist provides guidance on what areas should be covered as part of an induction.



Employee Name:

Start Date:

Induction Date:

Inducted By:

Ensure all areas below are explained

Terms and Conditions

- [ ] Terms and Conditons issued, signed and retained on file
- [ ] Employee Handbook issued
- [ ] Confirmation of receipt of Employee Handbook signed and retained on file
- [ ] Contracted hours, daily working hours and breaks
- [ ] Annual Leave entitlement and procedures
- [ ] Absence policy and absence reporting explained

Payroll

- [ ] Payroll cycle and payslip
- [ ] Bank account details recieved
- [ ] PPS number recieved
- [ ] Overtime details - if applicable
- [ ] Auto Enrolment - if applicable

Benefits

- [ ] Pension Details
- [ ] Bonus Scheme
- [ ] Health Insurance
- [ ] Bike to Work Scheme
- [ ] Tax Saver Commuter Ticket Scheme

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Employee Regulations

- [ ] Uniform provided - if applicable
- [ ] Personal Protective Equipment (PPE) provided - if applicable
    - [ ] Signed off on receipt of PPE
- [ ] Locker provided

Equal Opportunities

- [ ] Company Dignity at Work Policy
- [ ] Employer Responsibilites
- [ ] Employee Responsibilities

Health and Safety

- [ ] Health and Safety Statement
- [ ] Fire evacuation procedure and assembly point
- [ ] First aiders and first aid box location
- [ ] Accident and near miss recording

Introductions

- [ ] Company tour
- [ ] Team introductions
- [ ] Company structure and key contacts

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HR Reminder

- ✓ Ensure contracts and relevant documentation are signed and retained on file
- ✓ Explain key workplace policies and procedures
- ✓ Ensure you have payroll details correct and in advance of their first pay cycle
- ✓ Record the induction and follow up on outstanding items

MSS Tip

Don't try to cover everything in one sitting. Spread the induction over the employee's first few weeks, encourage questions and schedule regular check ins to make sure they feel supported, understand their role and have the resources they need to settle in.

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