

Guide 2.11: Induction for your Employee - Template

Name of employee:	Job Title:
Start date:	Date induction completed: (with signature of new starter)

First day	Conducted by	Date	Notes
Welcome			
Show new employe where they will be working			
Introduce them to their line manager, colleagues, including their 'buddy' and senior managers			
Show new employee the rest of organisation (including location of toilets)			

Check if there are any documents you still need from them (e.g. P45, payroll details, signed contract)			
Health & safety practices			

First week	Conducted by	Dates	Notes
Introduction to the business			
Who's who, how it works and what it does			
Any future plans and developments			
Brief history			

New employee's job			
Explain it fully, how it fits in the organisation and work practices			
Outline expected performance and how it will be assessed			

Training			
Possible opportunities for future development			
New employee's terms and conditions of employment			
Give details of any probationary period			
Confirm working hours, breaks, holidays and when they will get paid			
Confirm pension information			

<p>The organisation's important rules on:</p> <ul style="list-style-type: none"> • job performance • discipline • absence, including because of illness and sick pay • complaints against staff, such as bullying and harassment <p>Also say where more details can be found</p>			
<p>Other important rules such as use of the company internet, email and phones, use of noticeboards</p>			
<p>Periods of notice</p>			
<p>Maternity/ paternity/ parental leave/shared parental provisions</p>			

Details such as dress code, parking, smoking			
Complete documentation on new employee's appointment for their personal file to be kept securely			
First month	Conducted by	Dates	Notes
The organisation's commitment to being an equal opportunities employer			
Details of any employee representation, including any trade union membership			