**EMPLOYING YOUR NEW STARTER**

Guide 2.11: Induction for your Employee - Template

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

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| **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) |  |  |  |

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

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| **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 |  |  |  |

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| **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 |  |  |  |

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| 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 |  |  |  |

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| The organisation’s important rules on:   * job performance * discipline * absence, including because of illness and sick pay * complaints against staff, such as bullying and harassment   Also say where more details can be found |  |  |  |
| Other important rules such as use of the company internet, email and phones, use of noticeboards |  |  |  |
| Periods of notice |  |  |  |
| Maternity/ paternity/ parental leave/shared parental provisions |  |  |  |

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| 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 |  |  |  |