University of Leicester logo

Induction Checklist

A well thought out induction will provide your new starter with all the relevant information they need when starting their role and help them to settle in and feel part of the team. Below are some suggestions for a checklist and induction schedule covering areas you may want to include as part of your new starter induction:

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| **Before the first day** | | | |
| **Activity** | **Information** | **Action date** | **Completed** |
| **Arrival** | Contact new employee to discuss first day arrival arrangements. |  |  |
| **Adjustments** | If additional adjustments have been identified by the new starter, contact them to discuss in more detail. |  |  |
| **IT and security access** | Request relevant IT and security access and an email account. |  |  |
| **Workstation setup** | Ensure their workstation, IT equipment and office, if applicable, are ready for their arrival. |  |  |
| **Notify colleagues** | Notify departmental colleagues of the new team member’s start date and assign support for times during the induction period when you may not be available. |  |  |
| **Induction Schedule** | Design an induction programme to cover a schedule of activities over the  first two weeks. |  |  |
| **Template Induction Schedule** | | | |
| **Activity** | **Information** | **Action date** | **Completed** |
| **Tour of department and amenities** | Show them round so they can familiarize themselves with the working environment and feel comfortable knowing where things are, e.g. kitchen and WC facilities. |  |  |
| **Health & Safety** | Share any local or company Health & Safety policies and documents so they can familiarize themselves with them. |  |  |
| **Company overview** | The line manager should give an |  |  |

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|  | overview of the company including its strategic aims and objectives, values and outline team structures. |  |  |
| **Product-service overview** | A colleague should outline the product/services of the organization so the new starter can understand what is relevant to them in their role. |  |  |
| **Role overview** | Discuss the role with the new team member and any performance expectations including timekeeping, annual leave and how sickness absence is recorded. |  |  |
| **System setup** | Take them through any systems they will be using and identify any training needs. This should also include details around phone etiquette and any expectations for response SLA’s via phone/email. |  |  |
| **Training** | Get them to complete any mandatory training, or training that is specific and required for the role. |  |  |
| **Meet the team** | Arrange a meeting with the team and any key stakeholders within the organization so they can understand where their role sits and who they are regularly going to be working with. |  |  |