

Induction Check List



Robinson College
Cambridge CB3 9AN
Telephone (01223) 339100

PLEASE PRINT CLEARLY

Employee's Name _____ Start Date _____

Job Title _____ Department _____

The induction is to help a new employee settle down into the job as soon as possible. Induction should commence on the first day of employment and be completed as soon as practicable. Complete the form as the information or documents are given to the employee and complete the signature section at the foot of the form.

General Information	TICK	Health and Safety	TICK
Explanation of induction		Health and safety policy	
Introduction to head of department/supervisor/colleagues		Fire procedures and drills	
Location of department/work area		First aid/accident procedures	
Personnel Details	TICK	Security arrangements	
Employee records		Health & safety and protective/preventative measures	
Statement of Terms and Conditions of Employment		Emergency procedures	
Staff handbook or other information		Risk Assessments	
Hours of Work	TICK	Smoking policy	
Hours of work, lunch breaks, etc		Personal protective equipment	
Overtime/flexible working arrangements		Health and safety training	
Timekeeping and recording procedures		Job and Organisation	TICK
Pay	TICK	College hierarchy, aims and plans	
Pay		Job description and departmental information	
When and how paid and payslip format		Performance appraisal, education, training	
Obtain P45, NI Number		Cafeteria/refreshment facilities	
Bank details		Transport and parking arrangements	
Benefits	TICK	Use of College facilities	
Bonuses, commissions, allowances		Social and recreational facilities	
Pension scheme		Rules and Discipline	TICK
Meals		College practice and procedures	
Other benefits		Disciplinary, grievance and appeal procedures	
Sickness	TICK	Periods of notice	
Sick pay arrangements		TOUR OF PREMISES	
Sickness absence notification procedure		Show the location of cloakroom, lockers, exits and entrances, emergency and fire exits, fire alarm points and extinguishers, first aid points, cafeteria, prohibited areas, hazards, notice boards and any areas to which the employee will need to go in the course of his/her job. Introduce staff in other departments with whom the employee will have personal or telephone contacts.	
SSP entitlement and qualifying days			
Holidays	TICK		
Holiday entitlement/qualification			
Application for holidays/time off			
Current holiday commitments			
CONTACT NAMES			

Manager/Supervisor _____

Personnel Officer _____

Safety Officer/Representative _____

First Aider _____

Other Information _____

FOR COLLEGE

Induction approved by (*Signature*)

EMPLOYEE

I have received the above training (*Signature*)

Date induction completed: