

## INDUCTION CHECKLIST

The induction process doesn't have to all be in one morning, day or even the first week. Think about how much 'inducting' you need to do, and break it up so that the new team member doesn't get overwhelmed with information on day one.

Below are some ideas and tips on creating and curating a solid induction process - whether you work in an office, in a sports centre or on a building site, they can be adapted to suit your needs. As a starting point, think back to your first day at your last - or first - job. What was great, what was bad, what did you need or want to know that no one told you. Just put yourself in the position of the person you are inducting and try to anticipate what they need to help them do the job you want them to do.

## THE BASICS

- Do they have a parking space allocated, or do they know where to park?
- Do they need a passcode or key to get in, or will someone be there to greet them at a reception at an agreed time?
- If they have a desk or workstation, is it ready for them and clear/clean?
- If they have a uniform, is it ready for them, the right size and clean?
- If they have a van/company car, is it ready for them and clean?
- Has communication been sent out, so people know there is a new starter to look out for?
- Have you shown them around - toilets, kitchen, tea and coffee station?

## IT

- Do they have a computer or phone, and has it been wiped from a previous user and set up ready for them?
- Has their e-mail been set up and e-mail signature applied?
- Do they have access credentials, key fob, or other security elements to get into the building or other locations?
- What training on specific systems do they need to undergo, and is this booked in?

## THE COMPANY

- Have they been shown around the central place of work and introduced to key people (you may work in a shared office, so not necessarily employed by you but still good to know.)
- Have you run through the company's history with them and talked about the future plans so that they can buy into the culture and vision you have?

## PLAN

- Is there a structure to what they will be doing on their first day, first week and first month, so they feel like they have structure?
- Make a plan for their first day or week, like an agenda, so that they can prepare themselves.
- Do they have information on key customers, suppliers or contacts they will need to deal with?

## ADMIN

- Have you given them the contract of employment and run through any key points?
- Has health and safety training been completed?
- Do they know where the fire assembly point is?
- Do they know where the first aid kit is?
- Have they filled in the new starter forms with bank details, personal information and next of kin details?

This list isn't exhaustive by any means and needs to be adapted based on the environment you work in. Still, it should emphasise the importance of being prepared for your new starter and give you a guide on the kind of things to put into an induction programme.

As mentioned at the outset, put yourself in the shoes of your new starter and forget what you know about your business, and that should help you decide what you need to include.