

New employee induction checklist

A good induction can:

- Help new employees feel welcomed and supported
- Create a positive first impression of the business
- Encourage ongoing and open communication
- Set expectations from the outset to ease understanding of what is required

Induction is about having conversations and helping people learn and understand. Try to avoid information overload but, instead, show employees where details can be accessed, e.g., the employee handbook. The checklist can also act as a record of support offered and decisions made in case of any disputes or challenges.

Induction template

Details	
Employee name	
Manager name	
Date	/ /

	Employee initials	Manager initials	Date	Notes
Formalities				
Personal details			/ /	
P45, National Insurance Number			/ /	
Passport/right to work documents			/ /	
Driving licence (if applicable)			/ /	
Bank details			/ /	
Learning about the job			/ /	
Job description and duties			/ /	
Working hours inc. break times, time-keeping requirements			/ /	
Rostering and leave			/ /	
Learning about the team				
Meet/involve the team			/ /	
Explain roles, responsibilities and reporting structure			/ /	
Communication and meetings			/ /	

	Employee initials	Manager initials	Date	Notes
Learning about the farm				
Culture, history, language, behaviour and ways of working			/ /	
Goals and production targets			/ /	
Farm boundary, layout, and map			/ /	
Health & safety				
Emergency contacts and procedures			/ /	
Fire equipment and first aid kit			/ /	
Accident and near-miss reporting procedure			/ /	
Staff handbook				
Policies and procedures			/ /	
Performance management			/ /	
Discipline and grievance			/ /	
Probation plan				
Expectations including targets, timescales, and measures of success			/ /	
Monitor progress. Give and take feedback			/ /	
Reviews recorded to support decision making			/ /	
Skills gaps and training needs identified			/ /	
Agreed three month review date			/ /	
Agreed six month review date			/ /	

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