

Sample Induction Checklist

Below is a sample induction checklist to support the induction and onboarding of a student or graduate into your team. We have included an additional section for work experience specifically, due to the short timeline associated with this. We appreciate that not all the action points/steps are applicable to your organisation or the particular role, please feel free to amend this according to your needs.

Name of employee	
Job Title	
Line Manager/Supervisor	
Start Date	

Pre-start	Who's Responsible	Date Completed
Eligibility checks (right to work in the UK) should be completed and approved	HR team or appropriate person	
Establish a start date with the employee	Line Manager	
Check what equipment they may need if working from home or ensure appropriate space and facilities in the office		
Create IT log-in if required	IT team or appropriate person	
Appoint a mentor – someone who will prioritise the new employee's career development	Nominated Mentor	
Establish an induction schedule to introduce the new employee to key members of their team	Line Manager	
Assess risk (where applicable) of relevant activities that the student will be engaged in		

First day	Who's Responsible	Date Completed
Welcome by line manager & Introduction to immediate colleagues/working relationships	Line Manager	
Introduce the employee to their induction mentor		
Inform the employee who the Health & Safety rep/s are in the company		
Highlight the Company's Emergency Contacts		
Show new employee the rest of the organisation including facilities		

Put in place appropriate and adequate safety measures including (where applicable): training and supervision, protective clothing, first aid facilities	Line Manager	
Check with the employee whether they have any support needs. Agree with them which support measures to put in place		
Review whether any risks or adjustments from the risk assessment need to be updated in light of individual needs (see Pre-start checklist above)		
Use of IT: username/password, log onto PC, email, main applications used in role.		
Confirm hours of work including flexible working if applicable; lunch breaks & timekeeping		
Resolve any forms and issues such as the employee's P45		
Inform them of the company's policy on sickness absence, annual leave record and expense claim procedures etc.		
Discuss Job Role / Duties (job description, responsibilities, performance expectations, goals)		
If the intern will be working virtually, share any relevant guidance (if applicable)		
Show the employee your Company's Organisation Charts (If Applicable)		
Telephone/email salutation		

First Week	Who's Responsible	Date Completed
Give the student a copy of your Health and Safety policy and ensure they understand it (This is a legal requirement under 'Health and Safety at Work Act 1974')	Line Manager	
Identify and provide access to any required training and e-learning that the new employee has to complete (e.g. Health and Safety, Mental Wellbeing etc.) (If applicable.)		
Allow time for the new team member to meet all the people they will be working with, plus any relevant senior staff based on the induction schedule (See Pre-start checklist above)	Line Manager & relevant employee	
Schedule a meeting at the end of the week to review how the employee is settling in and whether there are any concerns (Do this at the end of the first month as well)	Line Manager	
Run through the server software used by your company (e.g. MS Office), including all basic functionality highlight any shared mailboxes and mailing lists they will now be included on. Discuss email etiquette.		