

	Current Revision: Policy Number: _____	
--	---	--

INDUCTION CHECK LIST

DOCUMENT APPROVAL

	Name	Signature	Date
Responsible Person:			

Key words:

Reference documents:

Applicability: *This policy is applicable to all employees.*

New Employee's Induction Record

Employee Name	
Department	
Date of Engagement	

Line Manager

Induction Checklist

1 Welcome Session	Responsible Officer	Completed
Personal details completed from starter form	Human Resources	
Documents and information required: <ul style="list-style-type: none"> • Copy of ID • Bank details • Qualifications • Next of kin contact details 		
Documents given and explained: <ul style="list-style-type: none"> • Appointment letter • Contract of Employment • Medical aid form • Pension scheme information • Code of Conduct (including confidentiality) • Disciplinary and grievance procedure • Health and safety policy • Grievance policy • Change of personal details documentation • Confirmed where the employee may obtain all other HR related policies 		
Training: <ul style="list-style-type: none"> • Explain any on the job training that the employee will receive • Identify other necessary training needed 		

First Day

	Responsible Officer	Manger sign	Employee sign
Introduction and Welcome session			
Meet and welcome the employee	Manager		
Tour of Institute, explain parking and building			
Introduction to staff			
Welfare facilities – toilets, kitchen etc			
Location of fax machine, photocopiers etc			
Location of meeting rooms, reception etc			
Communications			
Telephone answering and message taking system	Manager		
Team and office cover			
Postal systems- internal and external			
Confidentiality			
Co-workers			

**Part Two
First Day**

	Responsible Officer	Manager sign	Employee sign
Terms and Conditions of service			
Hours of duties, core hours and flexible working hours	Human Resources		
Method and time of payment			
Annual leave entitlement			
Contract of employment and particulars			
Sickness or injury- reporting and notification			
Family Responsibility leave			
Medical and dental appointments, during working hours			
Health and Safety			
Location of fire exit and fire Marshall	Safety Officer		
Location of fire equipment			
Evacuation procedure and meeting points			
First aid arrangement			
Incident and accident reporting			
Health and safety training – identify needs			

Part Three

After a Month	Responsible Officer	Manager sign	Employee sign
The Job			
Job Description and work duties	Manager		
Expectations and priorities			
Programme of meeting with departmental staff			
Model of supervision and departmental staff			
The appraisal system			
Standards of performance			
Training and Development	Manager		
Identification of training and development needs			
Training policy			
The Organization			
Overview of the Municipality (Mission, purpose and values) Presentation	Director Corporate Services		
Procedure – disciplinary, grievance and complaints. Departmental	Manager		
Business focus, service standards, business strategy etc.			

After Three Months	Responsible Officer		
Final Review			
<ul style="list-style-type: none"> • Review Induction programme <p>Ensure employees has:</p> <ul style="list-style-type: none"> • A good understanding of the Municipality and it's role • Has an awareness of the Municipality policies • Received adequate support during the induction period • Discuss future Training needs 	<p>Manager</p> <p>And</p> <p>Human Resources</p>		