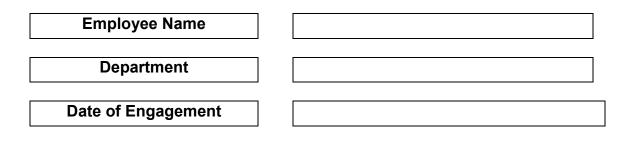
Current Revision:	
Policy Number:	

INDUCTION CHECK LIST

esponsible Person:		
	Key words:	
	Reference documents:	
	Applicability: This policy is a to all employees.	oplicable

New Employee's Induction Record



Line Manager

Induction Checklist

1 Welcome Session	Responsible Officer	Completed
Personal details completed from starter form		
Documents and information required: • Copy of ID • Bank details • Qualifications • Next of kin contact details	Human Resources	
 Documents given and explained: 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:		
 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			
Tour of Institute, explain parking and building	Manager		
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 Team and office cover	Manager		
Postal systems- internal and external			
Confidentiality			
Co-workers			

Part Two First Day

	Responsible Officer	Manager sign	Employee sign
Terms and Conditions of service	L	L	L
Hours of duties, core hours and flexible working hours			
Method and time of payment	Human Resources		
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			
Expectations and priorities	•		
Programme of meeting with departmental staff	Manager		
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			
Business focus, service standards, business strategy etc.	Manager		

After Three Months	Responsible Officer
Final Review	
 Review Induction programme Ensure employees has: 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 	Manager And Human Resources