

## Induction Checklist

**Before** the new staff member arrives ensure you have arranged the following:

Desk	Stationery to “get them started”
Computer	Telephone
Computer login and password	e-mail account / password/web site address

<b>Actions</b>	<b>Comments</b>	<b>Done</b>
Joining Details completed and passed to Bursary.		
Terms and Conditions – HR to issue contract and Staff Handbook.		
Tour of College and introduction to HODs		
Shown location of toilets, fax, copier, drinking water, departmental supplies/stationery/lockers		
Is aware of internal/external mailing system		
Assigned a “buddy” or “team-mate”		
Meetings set up with relevant HOD’s (if applicable)		
Access card and lunch card (if applicable) – contact Head Porter		
Bursary – Details of Pension Scheme		
Staff Health Adviser (an appointment needs to be made with SHA)		
<b>Health and Safety</b>		
Shown Fire alarm system		
Fire exits		
Evacuation procedure and assembly point (for fire or serious incident)		
Location and use of fire-fighting equipment		
Safety Officer		
Safety rules and responsibilities		
Reporting accidents		
Location of first-aid boxes and qualified staff		
Security procedures		
On completion of the above please sign and send a copy to HR		

Signed ..... Date .....  
(Employee)

Completed by ..... Head of Department