

Induction Checklist

The following checklist may help you design and plan your own local induction for your intern(s).

Prior to their arrival	Completed
<p>Paperwork:</p> <ul style="list-style-type: none"> • Offer letter sent • Letter confirming arrangements for the first day and dress code • Contract of Employment sent <p>Ensure the work environment is ready:</p> <ul style="list-style-type: none"> • Logon and password has been set-up • Email account has been set-up • Computer and printer access arranged • Desk, chair and telephone assigned • Useful stationery items such as stapler, note pad and pen, a diary, company telephone directory • Welcome pack prepared including company literature, HR policies and procedures, fire evacuation procedure 	
Day of Arrival	
<ul style="list-style-type: none"> • Welcome and introductions to team members • Outline role of team/department/organisation • Ensure intern has returned HR paperwork e.g. bank account details, signed acceptance of contract • Confirm sickness/absence reporting procedure • Confirm hours of work, arrangements for progress reviews, departmental meetings schedule • Discuss duties and responsibilities, main objectives to be met during the placement and your expectations in terms of performance • Assign a mentor • Tour of work area and the organisation facility e.g. breakout areas, canteen/storing food, car parks, toilets, tea and coffee arrangements • Health & Safety information e.g. fire alarm tests, fire exits, assembly points, protective equipment 	
Within the first month	
<ul style="list-style-type: none"> • Discuss any short term training needs • Discuss any problems encountered during the first few days of placement • Highlight any health and safety aspects relevant to the role • Arrange short individual meetings with everyone the intern will be working alongside 	