**Day one induction checklist**

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|  | Complete? |
| Greet your new team member. If you are not based in the same location, and they will be starting in an onsite setting, ensure that someone is there to meet them, and that you have a phone call arranged in their first few hours. |  |
| Discuss the basics – work hours, the process for taking breaks, ID card, ways of working, sickness and annual leave procedures. |  |
| If the individual is working in an office, discuss building processes (i.e. entrance/exit processes, security passes, opening hours, health and safety) and relevant facilities such as workstation, toilets, kitchen, breakout areas, smoking areas, multi-faith space etc. |  |
| Take them through the health and safety procedures as relevant to their role and workplace (i.e. training they need, how to report incidents). |  |
| Book time in with your new starter during their first few weeks to discuss the health and safety risk assessment. There may be some actions you need to pick up from this. |  |
| Check essential admin has been completed (e.g. contracts, health and safety information, payroll forms, emergency contacts). |  |
| Confirm new employee has the new starter guide and induction checklist(s). |  |
| Get your new starter set up on any systems they require (do they have the passwords, access rights, devices and equipment they need?). If they will be working remotely and need guidance on accessing our systems direct them here. |  |
| Introduce your new starter to their colleagues; this could be via email, in person or virtually over Zoom or Teams. |  |
| Review the first week schedule of activities, and what is expected of the new starter during this time Provide information on the team/division/department, including ways of working, organograms and guidance document. |  |
| Book them on the relevant induction day and on a campus tour. |  |