**Induction process checklist.**

**Conducting a thorough induction is absolutely vital for new starters in your business. New employees need to understand your business’ mission, goals, values and philosophy; personnel practices, health and safety and other business policies, and of course the job they're required to do.**

The induction process also offers the best opportunity to help the new person more quickly integrate into the work environment - particularly to become known among other staff members.

Ideally an induction training plan should be issued to each new employee, before the new employee starts, and copied to everyone who is involved in providing the training, so your new employee and everyone else involved can see what's happening and that everything is included.

On the following page is a simple induction checklist, to help you design an induction plan to suit your particular situation(s).

**Each section is to be completed at any time during the first weeks of employment.**

Name of employee:

Position:

Employment start date: / /

Full induction completed on: / /

1. **Office**

Induction undertaken by:

|  |  |
| --- | --- |
| O | Employment agreement signed and returned on / / |
| O | Tax form completed and returned |
| O | Kiwi Saver form completed and returned |
| O | Personnel record completed and returned |
| O | Keys and alarm code provided (if required) |
| O | Computer password provided (if required) |
| O | Pay statement explained - wage and/or salary calculation method, pay period and pay day |
| O | Deductions - ACC, KiwiSaver, student loan etc |
| O | Introduction to operation |
| O | Introduction to key management |
| O | Introduction to staff members |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member:

**2. Layout of premises and processes**

Induction to be undertaken by:

|  |  |
| --- | --- |
| O | Tour of the operation |
| O | Washroom and toilet facilities |
| O | Lockers |
| O | Entrances and exits to be used |
| O | Delivery entrances |
| O | Phone system |
| O | Noticeboards |
| O | Telephone |
| O | Staff break areas |
| O | Carparking |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member:

**3. Department / Section**

Induction to be undertaken by:

|  |  |
| --- | --- |
| O | Company philosophy / goals |
| O | Department function - relationship to the organisation |
| O | New employee’s job – job description |
| O | Supervision |
| O | Colleagues |
| O | Standard of work expected – house rules |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member:

**4. Terms & conditions of employment**

Induction to be undertaken by:

|  |  |
| --- | --- |
| O | Employment agreement explained |
| O | Trial Period explained |
| O | Roster and hours of work |
| O | Meal and rest breaks |
| O | Holidays – applying for annual leave, forms |
| O | Sick leave, medical statements and rules, eg absence reporting arrangements |
| O | Staff meals |
| O | Staff discounts and Staff drinks |
| O | Grooming and uniform – collection and cleaning process and expectations |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member:

**5. Health & Safety**

Induction to be undertaken by:

|  |  |
| --- | --- |
| O | Health & Safety policy explained, individual roles and responsibilities |
| O | Identification of safety hazards - general and particular to type of work |
| O | Safety rules, eg smoking, general behaviour |
| O | Health & Safety representations |
| O | Hazard reporting, including where to find forms |
| O | Incident and accident reporting, including where to find forms |
| O | Protective clothing and cleanliness of uniforms |
| O | Housekeeping, tidiness |
| O | Fire causes, prevention |
| O | Location of fire-fighting equipment; use of extinguisher |
| O | Fire drill and alarm |
| O | Location of emergency exits |
| O | Health risks and dangerous substances |
| O | First aid and simple procedures |
| O | Location of first aid boxes |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member:

**6. Food safety**

Induction to be undertaken by:

|  |  |
| --- | --- |
| O | Food safety policy – food control plan |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member:

**7. Business’ policies and procedures**

Induction to be undertaken by:

|  |  |  |
| --- | --- | --- |
| O | Company rules | O Read and signed house rules |
| O | Misconduct and serious misconduct | |
| O | Disciplinary procedures | |
| O | Counselling | |
| O | Grievance procedures | |
| O | Involvement of employee representatives (if appropriate) | |
| O | Harassment and bullying policy | |
| O | Internet and email policy | |
| O | Use of mobile phone policy | |
| O | Security policy - dealing with an armed robbery | |
| O | Cash handling policy | |
| O | CCTV policy (if required) | |
| O | Customer complaints procedure | |
| O | Lost property | |

**Induction acknowledgment upon section completion**

Signature of new employee: Date: / /

Signature of staff member: