Staff Induction checklist

This form should be completed for all new staff starting work.

Staff Name:	
Job Title:	
Date of Induction:	

Please confirm the following items have been explained and conducted:	**Yes/No**	**Comments**
Induction Pack issued (what the requirements are, working hours, sickness details etc)		
Meeting with cross-College staff (including Principal)		
Tour of premises		
Health and Safety Policy discussed		
Diversity and Equality Policy discussed		
Appeals Policy discussed		
Buddy/Mentor allocated to new starter		
Log in/ Computer Access		

Any additional support or comments

Staff Signature	
Date	
Supervisor Signature	
Date	