



Staff Induction Checklist

Version 1.0 Date Created 26/09/2022 Most Recent Review Date 02/11/2023 Next Review Date 02/11/2024

> **Courage Consultants UK Limited**, Unit 122 Riverpark business Centre, Riverpark Road

t 122 Riverpark business Centre, Riverpark R Manchester, M40 2XP



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

Staff Name:	
Job Title:	
Date of Induction:	

Please confirm the following	Yes/No	Comments
items have been explained		
and conducted:		
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					

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Staff Signature	
Date	
Supervisor Signature	
Date	

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