



# Staff Induction Checklist

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

<b>Staff Name:</b>	
<b>Job Title:</b>	
<b>Date of Induction:</b>	

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

<b>Any additional support or comments</b>

Staff Signature	
Date	
Supervisor Signature	
Date	