

Induction checklist

Task	Completed	Completed by	Date	Comments
FIRST DAY				
Welcome new starter and introduce them to line manager and team	<input type="checkbox"/>			
Share induction process overview with new starter	<input type="checkbox"/>			
Give a tour of the workspace, including desk	<input type="checkbox"/>			
Explain facilities, car parking, and security	<input type="checkbox"/>			
Confirm key employment details like job role, working hours, and pay	<input type="checkbox"/>			
Hand out ID badges or security passes	<input type="checkbox"/>			
Explain who to contact for support	<input type="checkbox"/>			
Collect key personal details and finalise paperwork	<input type="checkbox"/>			
Share an overview of job role and responsibilities	<input type="checkbox"/>			
Explain company plans, goals, values, and culture	<input type="checkbox"/>			
Share team profiles and department information	<input type="checkbox"/>			
Welcome new starter in a company meeting and internal updates	<input type="checkbox"/>			
Share company handbook, policies, and procedures – including health and safety	<input type="checkbox"/>			

Task	Completed	Completed by	Date	Comments
FIRST WEEK				
Update internal records and directories	<input type="checkbox"/>			
Set welcome/introductory tasks	<input type="checkbox"/>			
Schedule training sessions	<input type="checkbox"/>			
Explain target setting, probation, and progression	<input type="checkbox"/>			
Host a welcome team meeting	<input type="checkbox"/>			
Schedule check in meetings with new starter	<input type="checkbox"/>			
Share information about culture initiatives	<input type="checkbox"/>			
Schedule a risk assessment for new starter	<input type="checkbox"/>			
Arrange health and safety training	<input type="checkbox"/>			
FIRST MONTH				
Check in with new starter to see how things are going	<input type="checkbox"/>			

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