

Raphael Contracting Ltd. and JMS Specialist Joinery Ltd.

Induction Checklist Form

Employee Name:	JESSICA MOLDHAM	Employee Position:	LABOURER
Line Manager:	Steve Wright	Department:	WORKSHOP/OFFICES

It is the Company's policy to provide all new employees with a full induction course. This induction checklist is designed to ensure that all relevant information is covered. The line manager should tick each point to confirm this.

The form should then be signed by the new employee and returned to <<HR Administration/name>> at the end of the induction programme to confirm that the necessary information has been received and understood.

1. INTRODUCTION TO THE COMPANY (please tick when complete)

Introduce the new employee to his/her line manager	<input checked="" type="checkbox"/>
Introduce the new employee to the rest of the team	<input checked="" type="checkbox"/>
Explain purpose of new employee's role	<input checked="" type="checkbox"/>
Explain structure of department	<input checked="" type="checkbox"/>
Explain structure of company	<input checked="" type="checkbox"/>

2. HOUSEKEEPING (please tick when complete)

Where will the new employee sit?	<input checked="" type="checkbox"/>
Point out kitchen, washing facilities, toilets	<input checked="" type="checkbox"/>
Explain office security arrangements	<input checked="" type="checkbox"/>
Explain restrictions re: use of phone/mobiles/social media	<input checked="" type="checkbox"/>
What are arrangements re payment of salary? How/when will the employee be paid?	<input checked="" type="checkbox"/>
Has all new joiner documentation been provided/completed/signed?	<input type="checkbox"/>
Confirm holiday entitlement and process to follow when booking holiday	<input checked="" type="checkbox"/>
Explain dress standards	<input checked="" type="checkbox"/>
Confirm procedure to be followed in the event of sickness or other absence	<input checked="" type="checkbox"/>

17 MAR 2020

ACTION

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				NEXT REVIEW DATE:	08/04/2014	

3. HEALTH AND SAFETY (please tick when complete)

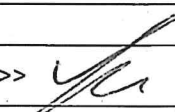
Procedure in the event of fire (alarms, fire exits, fire extinguishers)	<input checked="" type="checkbox"/>
Procedure in the event of an accident	<input checked="" type="checkbox"/>
Location of first aid box/accident book	<input checked="" type="checkbox"/>
Who are designated first aiders?	<input checked="" type="checkbox"/>

4. STAFF POLICIES

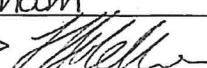
Has the new employee received the following Company Policies and have they been explained to him/her?

Grievance Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
Disciplinary Policy and Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
Harassment and Bullying Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
Sickness & Absence Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
Health & Safety Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
Environmental Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
Quality Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>
IT and Internet Use Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<<insert comments>>

I confirm the induction course has been completed:

Line Manager Name:	Steve Wright
Signature:	<<insert signature>> 
Date:	9.3.20

I confirm the induction course has been completed and that I have received and understood the information set out above:

Employee Name:	Jessica Holdham
Signature:	<<insert signature>> 
Date:	9/3/20

When Induction Checklist Form is complete, please send it to the XX Manager

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