

## Employee Induction: Tasks to complete

Date and Signature

Has the responsible person explained to the new employee how their job and role fits into the company and its wider vision and goals?

Has the responsible person explained to the employee the companies/departments expectations about performance?

On the employee's first day, has HR or the responsible person confirmed when the person will be paid and how, as well as collecting P45 details and National Insurance?

Has the employee been briefed on health and safety at the earliest opportunity (and before they start work)?

Has the employee been told about the training they can expect during the induction process and after?

Have you confirmed that the employee understands their contract of employment?

Has the responsible person told the new employee about the company's terms and conditions and any trade union or other employee representation?

Has the employee been informed about?

- > Hours.
- > Breaks.
- > Holidays.
- > Facilities.
- > Pension arrangements.
- > Paternity, maternity, and shared leave.
- > Sick pay.
- > Notice periods.
- > Line management arrangements.