

# Carmichael.

## New Staff member: Induction checklist

1. Checklist item	Yes, No or N/A
1. Contract of employment signed, with copies for both the employee and Carmichael	
2. Gone through the job description, explained the duties and responsibilities and the performance expectations.	
3. Gone through the job description and considering any urgent gaps/needs for training and development e.g. HACPP for kitchen staff	
4. Gone through the key policy and procedures in the employee handbook e.g. the terms and conditions of employment (including working hours and lunch/breaks, time off in lieu system, annual leave, sick leave, etc.) ICT user policy, Dignity & Respect, Data Protection, Safeguarding and Health & Safety	
5. Explained the procedure for the payment of wages/salary (including tax/banking details) and eligibility to join the Carmichael pension scheme	
6. Sent the employee setup form to Payroll Section	
7. Obtained and documented home contact details including “in case of an emergency” contact number(s)	
8. Explained the building opening hours and organising keys where applicable	
9. Gave a tour of the work place, introduced the staff member to relevant staff/volunteers and discussed housekeeping/premises issues such as toilets, kitchen, signing in/ out procedures, timesheets. etc.	
10. Explained the house style re letter font, greeting our clients/ answering the phone etc.	
11. Discussed the building emergency procedures and other relevant health and safety information	
12. Familiarised the staff member with systems for communication and information including pigeonholes, incoming and outgoing post, notice boards	
13. Familiarised the staff member with basic relevant equipment and systems, such as photocopier, computer, email etc.	
14. Provided copies of relevant reading/background materials, For example; <ol style="list-style-type: none"> <li>a. Latest Annual Report</li> <li>b. Organisation’s mission and values statement</li> <li>c. Organisation chart</li> <li>d. Overview of organisation and what it does</li> </ol>	

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e. Organisation's Brand Identity Guidelines f. The current strategic plan g. List of staff members and roles h. Relevant job/task procedures/manuals	
15. Explained the supervision, support and appraisal/review systems	
16. Checked in with new staff member after a few days to see how they are settling in to the role and Carmichael.	
17. Obtained the signed Employee Handbook Compliance Form	
18. Created a hard copy and electronic HR file and filed relevant documents in the file	

Supervisor/Manager Name \_\_\_\_\_

Signature \_\_\_\_\_

Date:

Signed checklist to be filed in the staff member's HR file.