



Company Induction Checklist

During your first week the company will undertake an induction with you. The items below are some of the main areas your company should include. Please check off the items as they occur and return this form at the end of your first week. Please let us know if any of the items are not covered within your first week.

Name:	...
Company:	...
Start Date:	...

GENERAL	Date
Working hours	
Payment procedures and schedule	
Details of any adjustments identified to support disability (<i>if applicable</i>)	
Dress code	
Location of facilities, e.g. lunch, tea and coffee making arrangements and of course, where the biscuit tin is!	
How to answer the telephone (we know it sounds simple but there's likely to be a procedure!), transferring calls and making calls (internally & externally)	
IT usage (how to print, access e-mail, logins etc)	
Post arrangements	
Annual leave arrangements	
Car parking (<i>if applicable</i>)	
Smoking Policy	
Introductions to key movers and shakers and their roles explained	
Explanation of your role, objectives and key tasks	

HEALTH & SAFETY	Date
Copy of Health & Safety policy (issued to you or location known)	
Emergency procedures explained	
First aid arrangements explained, including names of first aiders, and location of first aid box	
Fire procedures explained, including assembly point, fire exits and location of fire extinguishers	
Accident reporting and location of accident book	
Procedures and regulations covered (<i>as applicable</i>) e.g.: <ul style="list-style-type: none"> • COSHH regulations (Control of Substances Hazardous to Health) • Display Screen • Manual handling 	
Protective clothing arrangements (<i>if applicable</i>)	
Instruction on equipment to be used (<i>if applicable</i>), please list equipment:	

By ticking this box you are declaring that the information entered above is to the best of your knowledge true and complete. You also agree that Graduate Advantage, in accordance with the Data Protection Act can store this information on manual and computerised files. **Date form completed:**

Once complete please return to the Graduate Advantage team by email via enquiries@graduateadvantage.co.uk or by post using the address below.