

Employee Onboarding & Induction Checklist

Absorbing a company's values and work culture remotely can be difficult to do so it is important to have a clear plan and process for introducing expectations to new employees as early in the onboarding process as possible.

Whether onboarding during a lockdown or during times when it is business as usual, an induction programme needs to cover several important topics: an introduction to the company values, the company history, the mission statement, and business goals. It also needs to delve into the business ethos regarding code of conduct, diversity, inclusiveness, and equal opportunity. On the broader end of the spectrum, it can cover anyone of the topics in our extensive list below.

The more informed your employees are the more aligned to your business work ethics, processes, and procedures they'll be, and the greater their understanding of what is expected of them by the business, their colleagues, and your customers.

Here's a starting point for you to create your own induction programme.

Induction programme checklist

✓	Staff Induction Checklist
	Welcome pack with company background, business values and culture, mission statement, and business objectives.
	An up-to-date organisational chart
	Team chart, roles, and responsibilities
	Staff/team contact details
	Email address established
	IT logins and permissions provided
	Virtual welcome aboard meeting scheduled (with Manager or HR)
	Virtual team meeting is scheduled
	Individual team member and other stakeholder meetings scheduled
	Brand awareness, guidelines, and philosophy
	IT security training established
	Software and hardware training available
✓	Company Policies Available
	Equal opportunity
	Privacy obligations
	Bullying and harassment
	Anti-discrimination

	Drug and alcohol policy
	Code of conduct

✓	Awareness Guidelines Available
	Fraud awareness
	Privacy awareness in the workplace
	Fatigue in the workplace
	Work health safety fundamentals

✓	Procedural Documents Available
	Stress management procedure
	Emergency procedures
	Injury management
	Slips Trips and Falls
	Basic first aid
	Working from Home
	Crisis communication
	Business continuity
	Incident reporting

✓	On-Site Induction
	Have gone through site tour
	Understand location of fire extinguishers
	Have understood emergency evacuation area procedure
	Have gone through site hazards to be aware of
	Understand site access
	Understand sign in and sign out process