

New Starter Induction Checklist

Checklist · UK · Updated 2026-07-11 · Square brackets are placeholders to replace with your own details.

A new starter induction checklist is the written list of everything a new employee must be shown, told, and given — before day one, on day one, and across their first weeks — with a sign-off against each item. It replaces "shadow Dave and pick it up" with evidence that every starter got the same essentials.

The first days set the pattern for everything after: a starter who is inducted properly is safer, productive sooner, and far more likely to stay past probation. And when something goes wrong later — an accident, a data breach, a conduct issue — the signed induction record is often the document that shows what the person was actually told.

This checklist covers pre-start admin, day one, the first week, and the first month, plus the health and safety essentials that must happen before anyone works unsupervised.

Purpose and scope

This checklist sets out what every new starter at [Your company] is given, shown, and trained on, from offer acceptance to the end of their first month. It applies to all new employees, including part-time and fixed-term starters, adapted where noted for [role types].

The line manager owns completion; the starter and manager sign each stage, and the completed checklist is filed as the induction record.

Before day one

1. Complete the right-to-work check and file the evidence — this must happen before employment starts.
2. Issue the contract or written statement of employment particulars so the starter has it on or before day one.
3. Collect payroll details, bank details, emergency contacts, and [P45 or starter checklist] information.
4. Set up IT accounts, door codes or keys, uniform, and PPE in the starter's size where required: [list for role].
5. Confirm start time, where to report, who will meet them, dress code, and what to bring — in writing.
6. Book the people the induction needs: a buddy ([name]) and time in the manager's diary for day one.

Day one

1. Meet the starter on arrival and complete the workplace tour: their work area, toilets, break area, first aid kit and first aiders, fire exits, and the assembly point at [location].
2. Cover emergency basics before any work: what the alarm sounds like, evacuation routes, how to report an accident or near miss, and who to tell about hazards.

3. Walk through the key documents for their role — [health and safety policy, food safety procedure, cash handling, data protection] — signed as read where required.
4. Issue equipment and PPE, demonstrate anything they will use, and confirm they can use it safely before unsupervised use.
5. Introduce the team and the buddy, and explain the rota, breaks, sickness reporting, and who their go-to person is.
6. End the day with a short check-in: answer questions, confirm hours worked, and book the end-of-week review.

First week

1. Train the starter on their core tasks against the relevant procedures, one at a time, with a sign-off per task: [task list for role].
2. Cover the policies that bite early: absence reporting, phone and social media use at work, [till and refund rules], and confidentiality.
3. Have the starter work each shift pattern they will be rostered on at least once with support.
4. Hold the end-of-week review: what is landing, what is not, and what training comes next.

First month and probation

1. Complete the remaining role training and record each sign-off: [modules/procedures].
2. Hold a four-week review against the probation criteria in [probation policy/plan]: performance, attendance, conduct, and training progress.
3. Set objectives for the rest of probation and diary the next review for [date].
4. Ask the starter what was missing from their induction — and feed the answer back into this checklist.

Health and safety essentials before unsupervised work

- Fire: the alarm, escape routes, the assembly point, and their role in an evacuation.
- First aid: where the kit is, who the first aiders are, how to summon help.
- Accidents and near misses: how and where to report, and that reporting is expected, not frowned on.
- Hazards of the role — [manual handling, chemicals under COSHH, equipment, lone working] — and the controls that apply.
- Any PPE: what, when, and how to get replacements.
- Extra assessment completed where needed for young workers and anyone with a health condition or disability: [owner].

Records and review

The signed checklist, training sign-offs, and policy acknowledgments are filed in [system/location] and retained for [period]. If it is not signed, it did not happen — that is how an inspector, insurer, or tribunal will read it.

This checklist is reviewed [frequency], whenever a policy or procedure it references changes, and whenever a starter's feedback exposes a gap. Owner: [name/role]. Next review due: [date].

How to use this template

1. Strip the checklist to your reality first: delete lines that do not apply and add the role-specific tasks that do.
2. Put real names against the buddy, first aiders, and reviewers — "a manager will sort it" is how items get skipped.
3. Split the day one section if your roles differ widely; a kitchen starter and an office starter need different first hours.
4. Load the checklist into [system] or print one per starter — it must be a live document the manager ticks, not a reference PDF.
5. Audit the last three completed checklists a month after adopting this: unsigned lines show you where the process is aspirational.

Official guidance

- › [HSE — Health and safety made simple](#)
- › [GOV.UK — Employment contracts and conditions](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/new-starter-induction-checklist> is kept current; this file is a snapshot.