

Induction plan template

Employee's name:

Start date:

Job title:

Induction task	Completed by	Date	Notes
Contract signed & returned			
HR documents (handbook, pay details, pension etc.)			
Line manager introduction			
Team introduction			
Job role overview & system training			
Facilities (parking, office opening times etc.)			
Health & safety procedures			
Company overview & values			
Read company policies			
Any flexible working arrangements/hybrid working policy details			
Assigned a 'buddy' outside of the team to help new starter settle in			