

# New Starter Induction Checklist

**i** A great first day and first week builds confidence and helps people stay. Work through this checklist with every new team member and tick items off as you go.

|                         |            |
|-------------------------|------------|
| <b>New starter</b>      | [Name]     |
| <b>Job title</b>        | [Role]     |
| <b>Start date</b>       | [Date]     |
| <b>Manager / buddy</b>  | [Name(s)]  |
| <b>Store / location</b> | [Location] |

## Before they start

- Right-to-work check completed and copies held securely
- Contract / written statement of terms issued
- References received
- Uniform, locker, name badge and equipment ready
- Systems, logins and payroll set up
- Rota and first-week plan shared; team told they are joining

## First day

- Warm welcome and introduction to the team
- Tour of the store, staff areas, fire exits and facilities
- Health & safety essentials, first aid and accident reporting
- Emergency procedures and security / cash handling basics
- Break, clocking-in and absence-reporting arrangements explained
- Key policies signposted (conduct, absence, dignity at work)

## First week

- Role, responsibilities and standards explained
- Initial training on tills, products and customer service
- Buddy assigned for questions and support
- Objectives for probation discussed and agreed
- End-of-week catch-up booked

## First month

- Regular check-ins held; early feedback given both ways
- Any further training needs identified
- Probation review date confirmed

**Sign-off**

|                              |        |
|------------------------------|--------|
| <b>New starter signature</b> | _____  |
| <b>Manager signature</b>     | _____  |
| <b>Date</b>                  | [Date] |