Staff induction checklist

Cover the points in four steps rather than all on day one. Tick each one, add the date and who covered it. Cross out what doesn't apply and add what only you have.

NEW STARTER _____ ROLE _____ SITE _____

START DATE _____ MANAGER _____ BUDDY _____

Before day one

POINT	DONE	DATE	WHO
Pick a buddy who'll meet them and answer their questions	☐		
Send the time, place, door, dress code and who to ask for	☐		
Check their right to work and add them to the rota	☐		
Sort their account, keys or codes, locker and uniform	☐		
Give them their written statement on or before day one	☐		
Put the first shift on a quiet day if you can	☐		

The first shift

POINT	DONE	DATE	WHO
Show fire exits, extinguishers, the assembly point and first aid	☐		
Explain who to tell about a near miss, an accident or a threat	☐		
Go through the hygiene rules and allergens in the kitchen	☐		
Walk through their station or department and its key routines	☐		
Introduce the team, their manager and who to go to about safety	☐		
End with five minutes on what wasn't clear	☐		

The first week

POINT	DONE	DATE	WHO
Go through opening, closing and the food safety checks for their role	☐		
Go through the safe working procedures for the serious risks	☐		
Show where the procedures and the staff handbook live	☐		
Go through the till, working alone and what to do if someone gets aggressive	☐		
Let them do the tasks themselves with their buddy beside them	☐		
Check in at the end of the week and book the review	☐		

The first month

POINT	DONE	DATE	WHO
Hold the review with the questions on page two	☐		
Check the knowledge has stuck, with a quiz or by asking them to show you	☐		
Invite them to the next team meeting	☐		
Pick up anything still unclear, with an owner and a date	☐		
Sign off the induction	☐		

First-month review

Fifteen minutes on the induction, not pay or targets. Write down anything still unclear, with an owner and a date.

DATE | NEW STARTER | MANAGER

Do you know what needs doing on your shift, and where to find the procedures?

Do you know who to go to if something happens?

Is there anything in the job that feels unsafe or risky?

What's been hardest to learn, and what did you miss?

What seems odd about how we do things, that we should change?

Is there anything you'd like to go through again, and with whom?

What we'll go through again

WHAT	WHO	BY WHEN

Induction signed off

NEW STARTER, NAME AND DATE | MANAGER, NAME AND DATE | BUDDY, NAME AND DATE

The full guide: todolo.io/en/blog/staff-induction-checklist · Want this in the app? Book a demo