

Employee Induction Checklist

Employee Name:

Position:

Start Date:

Department:

Checklist

Item	Completed	Date	Initials
Welcome and Introduction			
Company Overview			
Workplace Tour			
Policies & Procedures			
Health & Safety Information			
Job Responsibilities			
Payroll & Benefits			
IT Access & Equipment Issued			
Emergency Procedures			
Meet Key Team Members			

Employee Signature / Date

HR/Manager Signature / Date