**72-hours out – induction checklist**

Name: Start date:

Team:

|  |  |
| --- | --- |
| **Key information to confirm with your new starter** | **Initial and date** |
| Start date and time and work pattern |  |
| Contact person/who to ask for on arrival day |  |
| Work address - check the person knows where to go, especially if you have multiple sites or is hard to find. |  |
| Parking availability - on-site or nearby car parks  Bike facilities  Nearest transport - train/bus/tube |  |
| Dress code - uniform, casual smart or formal wear |  |
| Discuss any reasonable adjustments or requirements |  |
| Review [pre-employment checks risk assessment](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.skillsforcare.org.uk%2Fresources%2Fdocuments%2FRecruitment-support%2Fsafe-and-fair-guide%2FA2-Pre-employment-check-risk-assessment.docx&wdOrigin=BROWSELINK) for any concerns |  |
| Contract - confirm it’s been signed and received, or any questions |  |
| What to bring – refreshments, stationery (pens, paper) |  |
| Discuss IT equipment needs |  |
| Discuss any background information available   * National induction programme for health and social care * Reading your values and mission statements * Watch videos and how to guides |  |
| Ask about and record any concerns |  |