Example induction checklist

This checklist is used to support inducting new volunteers. You may need to adapt the induction to meet the learning needs of volunteers. This checklist will be used to ensure all required elements are addressed.

**Volunteer’s details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** |  | **Surname:** |  |

|  |  |
| --- | --- |
| **The new volunteer has been introduced to:** |  |
| Management |  |
| Immediate supervisor |  |
| Other team members |  |
| Assigned buddy (if applicable) |  |
|  |  |
| **The new volunteer was shown:** |  |
| Their workspace |  |
| Around the workplace |  |
| Available parking |  |
| The kitchen and amenities |  |
| Where to secure valuables |  |
| Location of equipment and supplies |  |
| Location of keys/access cards |  |
| Location of the first aid kit |  |
| Location of and how to complete the Incident Register |  |
| Location of the WH&S information |  |
| Where and how to use the phone system, computers, printers and photocopiers |  |
|  |  |

|  |  |
| --- | --- |
| **The new volunteer has been provided with:** |  |
| A copy of the Volunteer Handbook |  |
| Details of their role and responsibilities |  |
| The organisation’s values and purpose |  |
| Access to additional organisational resources such as brochures and intranet |  |
|  |  |
| **The new volunteer has had the following procedures explained to them:** |  |
| Privacy and confidentiality |  |
| Grievance |  |
| Evacuation |  |
| Code of conduct and disciplinary |  |
|  |  |
| The new volunteer has completed a volunteer registration form |  |

**Induction completed by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** |  | **Surname:** |  |
| **Position:** |  | | |
| **Signature:** |  | | |

|  |  |
| --- | --- |
| **Inductee’s signature:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date commenced:** |  | **Date concluded:** |  |