



Induction Checklist

Name:	Start Date:	Review Date (1 month):
_____	_____	_____
Job title:		

Line Manager:	Review Date (2 months):	End of Probation:
_____	_____	_____

Familiarise with Workspace

Check the following	Manager Completed	Employee Completed	Notes
Guided tour of the building including employee welfare areas, e.g. toilets and kitchen areas			
Health and Safety requirements and information, including emergency procedures: ■ Details of the fire warden/ fire exits ■ Details of the designated first aider ■ Details of the designated H&S Officer ■ Details of the designated Welfare Officer ■ Details of regular planned fire alarm testing (PTP Fri AM)			
Lockers			

Meet with Line Manager

Check the following	Manager Completed	Employee Completed	Notes
Discuss job role			
Read and confirm remote working policy and VPN policy			
Confirm work hours and pattern including breaks & flexible working			
Metaverse VR Structure Chart			
Discuss SharePoint Access Requirements – Manager to grant appropriate permissions.			
Discuss BMS area Quality on SharePoint			
Identify key people to meet			
Introduce to “Buddy”			
Plan 1-2-3-4-5-6 Month Probation & Discuss Framework			
Discuss Forecast and Training <u>Forecast Training</u>			

HR and Wellbeing

Check the following	Manager Completed	Employee Completed	Notes
Register with <u>Bright HR</u>			
Register with <u>Bright SAFE</u>			
Annual Leave - Confirm Entitlement			
<u>Sickness Reporting Policy</u>			
Completion of an In Case of Emergency (ICE) on <u>Bright HR</u>			
Access to Policies through the <u>Employee Handbook</u>			
Provide Name/Start Date/Role Title/ Salary and Bank details to <u>finance@metaverse-vr.co.uk</u>			
Payroll Bank Acc Details Acc Name: Sort Code: Account Number:			
Ensure receipt of references			
Check the appropriate level of BPSS and SC check is in place			
Merchandise:			
Add to MVR WhatsApp Group Phone Number:			
Welcome Pack and Discuss MVR Values			

ICT – Meet with IT Manager

Check the following	Manager Completed	Employee Completed	Notes
User account login and phone number if applicable			
How to access Interpro IT Helpdesk support@intreprotechnology.co.uk Tel: 023 9359 3093			
Laptop, headset and accessories			
Explain access to printers – TBC			
Outlook/MS Teams Set up an email signature Please keep your calendars updated, Outlook calendars should be opened so all details can be viewed.			
Any specialist equipment and/or software required			

Mandatory Training to be completed within the first 5 working days:

Check the following	Manager Completed	Employee Completed	Notes
<u>Bright HR</u> - Equality, Diversity & Inclusion Awareness – <u>Overview</u> - Cyber Security Best Practices – <u>Overview</u> - Understanding GDPR – <u>Overview</u>			
<u>Bright SAFE</u> - Health & Safety Awareness – <u>Overview</u> - Display Screen Equipment – <u>Overview</u>			
Sharepoint <u>Security Induction Training</u>			

Any Other Comments