



Induction Checklist

Induction is an information sharing process to help volunteers feel part of the team and become productive as quickly as possible within their role. Planning and creating an induction programme and induction pack ensures all volunteers receive all relevant information and are introduced to the organisation in the same way. Below is a sample induction checklist. It may take some effort to collate the information initially but once it's done, it can be updated and added to easily.

GENERAL	YES	NO	N/A
Introduction to Staff & Other Volunteers			
Mission Statement			
Aims and Objectives of Organisation, Ethos and Values			
History of Organisation			
Overview of Organisational Chart and Services			
Staff Biographies and Job Descriptions			
Role of Volunteers and Staff			

POLICIES & PROCEDURES			
Health & Safety			
Equal Opportunities			
Volunteer Policy			
Child Protection			
Confidentiality			
Data Protection and Data Access			
Bullying and Harassment			
Garda Vetting			

PRACTICAL			
Volunteer Agreement			
Role Description			
Support and Supervision			
Training			
Expenses			
General Orientation of Building, Project and Office Equipment			
Record-Keeping System			
Contact Numbers and Industry Abbreviations			
Insurance Cover			