

INDUCTION CHECK LIST-1

Name of the employee:

Designation:

Date of joining:

Briefing carried out by: _____ on: _____
(Name and designation)

To be completed by the briefing officer by checking off the relevant items.

Section	Topics	Discussed
A	Responsibilities	
	1. Responsibilities towards educational processes	
	2. Responsibilities towards quality objective achievement	
B	Daily Routine	
	1. Hours of work	
	2. Tea Break /Lunch hours	
C	Leave	
	1. Eligibility	
	2. Leave application procedure	
	3. Types of leave and documents required	
D	Payment	
	1. Method of payment	
	2. Pay day	
E	Visitors	
	1. Official	
	2. Personal	
	3. Out of bound areas for visitors	
F	Other	
	1. Code of Conduct (Grooming, behavior etc.)	
	2. Grievance procedure	
	3. Presentation of work	
	4. Introducing other staff	
	5. Any other relevant issues - Specify:	

I am briefed on the above matters: _____
(signature of the employee) (date)

Trainer's comment regarding trainee's response:

Signature of the trainer (briefing officer): _____ Filed in Personal file on _____

To be attached with form F16B and to be filed in the personal file of the employee.