

New staff induction checklist

Free new staff induction checklist template for hospitality. Printable PDF and Excel covering day one, week one and month one, with sign-off from both sides.

EMPLOYEE NAME

ROLE / SECTION

START DATE

MANAGER / BUDDY

Induction item	Done Date	By Initials	Staff initials
BEFORE DAY ONE			
Written terms of employment issued and signed copy returned			
Right to work and identity documents checked and recorded per local requirements			
Tax and payroll details collected; bank details recorded securely			
Emergency contact and any medical or dietary information recorded			
Uniform issued or requirements explained; sizes recorded			
First shifts confirmed in writing with start time and who to ask for			
DAY ONE – BEFORE THEY START WORK			
Tour: kitchen, bar, floor, toilets, staff room, lockers, smoking area			
Fire exits, assembly point and what to do if the alarm sounds			
First aid kit, accident reporting and who the trained first aiders are			
How to clock in and out, and what to do if they forget			
Break entitlement, where to take breaks, and staff food policy			
Who is duty manager, and one named buddy they can ask anything			
How to report sickness or lateness, and who to contact			
Pay date, pay period, payslip access and how tips are handled			
Rota: where it is published, when, and how to request a swap or holiday			
Phone, jewellery, hair and hygiene rules for their section			
WEEK ONE			
Food safety basics for their role: hand washing, cross-contamination, temperature checks			
Allergen procedure: where the information is, and exactly what to say to a guest			
Personal hygiene and fitness to work: reporting sickness before a shift			
Section walk-through: equipment they will use, and safe use of anything sharp or hot			
Manual handling and chemical safety for the products they will touch			
Cleaning schedule and their part in the open or close checklist			
Introduced to the whole team by name across their first shifts			
Menu and drinks list overview; what to do when they do not know an answer			
Till, ordering system or app logins created and tested			
First-week feedback conversation – how it is going, both ways			
MONTH ONE			
Formal role-specific training booked or completed and recorded on the training record			
Certifications required for the role identified with expiry dates logged			
Probation review date set and in the diary			

Induction item	Done Date	By Initials	Staff initials
Standards conversation: what good looks like on their section			
Any equipment, uniform or access still outstanding chased and closed off			
Induction signed off as complete by manager and employee			

Both the manager and the new starter initial each row. A one-sided induction record is worth very little in a later dispute.

Legally required new-starter paperwork differs by country. Treat the paperwork section as a prompt and add what your own rules require.

Do not deliver all of this on day one. Day one is the tour, safety and the practical questions – the rest belongs in week one.