

Staff Induction

Name of Employee:

Date of Birth:

Job Title:

Starting Date:

Date Induction Completed:

SUBJECT

	Explanation Completed (Enter date)	Required Standard Achieved (Enter date)	Employee's Signature	D.P.S. Signature
Business history	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Meet key people, what do they do?	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Meet other staff	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Brand knowledge	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Expected standards of personal presentation	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
How to handle complaints	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Attitude towards customers	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
How to serve beer correctly	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Employment policy	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Hours of work	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Expected standards of timekeeping	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Holiday arrangements	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Rates of pay, how and when paid	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Notice periods	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Policy on tips from customers	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Health & Safety at Work policy	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Basic Health & Safety, food hygiene	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>
Licensing Law	<input type="text"/>	<input type="text"/>	<hr/>	<hr/>