



YouVolunteer Induction Checklist

This checklist is used to support inducting new volunteers. This checklist will be used to ensure all required elements are addressed.

Volunteer's Details:

First Name: Surname:

The new volunteer has been introduced to:	Tick and enter date once completed
Management	
Immediate Supervisor	
Other Team Members	
Assigned Buddy (if applicable)	
The new volunteer was shown:	

Around the workplace	
Available parking	
The kitchen and amenities	
Where to secure valuables	
Location of the First Aid Kit	
The new volunteer has been provided with:	
Details of their role and responsibilities	
Access to additional organisational resources such as brochures and intranet	
Details of relevant policies and procedures, if applicable	
Relevant training, if applicable	
The new volunteer has completed a Volunteer Registration Form	

Induction Completed By:

First Name:		Surname:	
Position:			
Signature:			

Inductee's Signature:	
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Date Commenced:		Date Concluded:	
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