

# Induction Checklist



volunteer ireland  
obair dheonach éireann

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                                     |     |    |     |
| History of Organisation                               |     |    |     |
| Overview of Organisational Chart and Services         |     |    |     |
| Staff Biographies and Job Descriptions                |     |    |     |
| Role of Volunteers and Staff                          |     |    |     |
| Aims and Objectives of Organisation, Ethos and Values |     |    |     |

| POLICIES & PROCEDURES           |  |  |  |
|---------------------------------|--|--|--|
| Health & Safety                 |  |  |  |
| Equal Opportunities             |  |  |  |
| Volunteer Policy                |  |  |  |
| Child Protection                |  |  |  |
| Confidentiality                 |  |  |  |
| Data Protection and Data Access |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Bullying and Harassment |  |  |  |
| Garda Vetting           |  |  |  |

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