



SAMPLE VOLUNTEER INDUCTION CHECKLIST

This checklist supports new volunteer induction/orientation, so it is thorough and consistent regardless of who conducts it. Once a volunteer role has been established, the volunteer coordinator should use this checklist to record what the induction program has included.

Volunteers name: _____

The new volunteer has been shown around the facility, introduced to the committee and other team-members present in the workplace.

The new volunteer was shown:

- around the workplace
- the kitchen/amenities of the workplace
- location of equipment and supplies
- location for the first aid kit
- location for the incident register
- where keys/access cards are kept
- how to use the communications systems including computer systems, databases, it resources, internet, intranet and how to gain access to those resources

The new volunteer has:

- the role, purpose and values of the organisation explained to them
- been referred to other resources such as website and brochures.

The new volunteer was shown:

- their workspace
- available parking

The individual conducting the induction must explain the following procedures:

- how confidentiality is maintained within the organisation
- grievance procedures
- evacuation procedures
- the new volunteer has been provided with the volunteer handbook
- the new volunteer was introduced to their immediate supervisor
- the new volunteer has completed a volunteer registration form

Induction conducted by _____

Signed _____ Date ____/____/____

