

CHECKLIST: INTRODUCTION TO THE COMPANY

The company and its work ethos

- What are the products or services the company produce or provide?
- Do you have a clear understanding of the aims of the company?
- Who is the person to contact if you have any questions or problems about your responsibilities?
- Do you have any knowledge about the culture, traditions and customs of the host country?

Team work / working as a team

- What are the roles and responsibilities of other members of your team?
- What is your role within the team?
- Are there team meetings for you to share information?

Working day and working hours

- Do you have an overview of your daily and weekly tasks?
- Do you know how your tasks are allocated and by whom?
- What are your working hours in the company?
- Are there set times for meals and breaks?

House rules

- Do you have to sign in/out at work or to report to anyone?
- What is the procedure for reporting sick from work? Do you have to provide any specific documentation e.g. medical certificate? Where do you acquire this and whom do you have to give/send it to?
- Who must be notified before your return to work? Is there any specific documentation for this?
- Is there a procedure for reporting late arrival at work or for making up such hours?
- What arrangements are made for breaks and meals? Are you allowed to leave the premises?
- Is there a canteen in your company or do you have to bring your own food? What is the procedure regarding this?
- What are the rules about smoking?
- Are you allowed to have any private phone calls during working hours? How can these be authorised?
- Are there any restrictions on using the Internet?
- Are you allowed to listen to music during work?
- What do you have to do before leaving at the end of each working day? How should you leave your work space/desk?
- Is there a prescribed dress code?
- Are there any other house rules that you should be aware of?

Security and fire

- Find out if you have to wear safety clothes and shoes.
- Do you need to wear a name/identity badge or label?
- Do you know how to use the entry security code (if appropriate)?
- Do you know where/how to sign in/out and how to use the exit security system?
- Do you know where to store/lock your own belongings?
- Are you aware of the different methods/tones of signalling used by the alarms?
- Do you know where to assemble in case of fire?
- Do you know where the fire exits are?

Documentation

- Do you need to complete or acquire any other documentation related to your job?
- Is your driving license and insurance valid for your new country?

Infection control and hazardous substances

- Do you need a medical examination or immunisations before you work in your new job?
- Have they informed you about any risks associated with substances you may work with that are bad for your health?
- Have they shown you any notices or labels that warn you of risks to your health? If so, do you understand them?

Work procedures

- Have you been informed of basic regulations concerning work procedures and your own health?
- Do you know what company information is confidential?
- Who will monitor your work progress?
- Are you aware of the quality policies and targets in the company?

Equipment available

- Do you know which equipment you will be using regularly?
- Do you know how to operate the equipment?
- Do you know what to do or whom to contact if equipment is not working?
- Do you know where to get supplies and what the procedures are?
- Do you know who has responsibility for the equipment?

Risk Assessment

- Do you know of any risks or hazards related to your job?
- Do you know who to inform if you see any potential risks or hazards?
- Do you know how to ask for help?
- Do you know whom to turn to if you need help?