



## CHECKLIST FOR THE TRAINEE - INTRODUCTION TO THE COMPANY



(Source: [www.placementsupport.com](http://www.placementsupport.com))

### 1. The company and its work ethos

- What are the **products** or services the company produce or provide?
- 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?

### 2. Team work / working as a team

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

### 3. Working day and working hours

- Do you have an overview of your daily and weekly **tasks**?
- Do you know **who** will instruct you about your tasks?
- What are your **working hours** in the company?
- Are there set times for **meals and breaks**? Is there a canteen in your company or do you have to bring your own food?



### 4. House rules

- Do you have to **sign in/out** at work or to report to anyone?
- What is the procedure for reporting **ill** from work?
- Is there a procedure for reporting **late** arrival at work?
- Are you allowed to **leave** the premises during breaks? What is the procedure regarding this?
- What are the rules about **smoking**?
- Are you allowed to have any private **phone calls** or check **mails** during working hours?
- Are there any restrictions on using the **Internet**?
- Are you allowed to listen to **music** during work?
- Is there a prescribed **dress code**?
- Are there any other **house rules** that you should be aware of?

### 5. 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 / exit **security code** (if appropriate)?
- 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?

### 6. 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?

### 7. Risk Assessment - Infection control and hazardous substances

- Do you know of any **risks** related to your job?
- Do you know whom to turn to if you need **help**?
- 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?

### 8. 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?

### 9. Equipment available

- Do you know which **equipment** you will be using regularly and how to operate it?
- Do you know who has **responsibility** for the equipment?