

Consultant's Induction: Checklist

Name	
Expertise	
Course(s)	
Date:	

Before starting	Completed Date
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Meeting with Director to discuss opportunities with Top2% and website tour _____

Within the First month	Completed Date
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Consultant's agreement and Invoice cover sheet sent _____

Next of Kin (NOK) sent _____

Profile form sent _____

Policies sent _____

Gift Register sent _____

Top2% email set up _____

Student feedback and training evaluation forms sent _____

Within the First 3 Months	Completed Date
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Consultant's Agreement signed and returned to TOP2% administrator _____

Lunch with the Director to discuss Dropbox and Collaboration/Partners in detail and agree any training assignments _____

Data Protection policy discussed _____

Meet the team of Consultants _____