

Fitness instructor induction checklist

ONBOARDING CHECKLIST TEMPLATE

Employee _____ Role _____ Start date _____
 Buddy or manager _____

Induction From the signed offer to the end of the first month

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Check their fitness qualification and registration are current Keep a copy on file with the expiry date.	Before day 1		
☐ Check their first aid and CPR certificates are current	Before day 1		
☐ Collect proof of insurance if they work as a contractor Contractors usually need their own professional indemnity and public liability cover.	Before day 1		
☐ Complete any background check the role needs, such as for working with children	Before day 1		
☐ Set up their logins for the booking, member and payroll systems	Before day 1		
☐ Order their uniform and name badge	Before day 1		
First shift			
☐ Tour the facility, including staff-only areas and where the main switches are	Day 1		
☐ Show every emergency exit, the assembly point, the first aid kit and the AED	Day 1		
☐ Walk through the emergency, injury and incident report procedures	Day 1		
☐ Show how to start, stop and emergency-stop each type of cardio machine	Day 1		
☐ Introduce them to the team and the duty manager on each shift	Day 1		
☐ Explain the dress code, phone use and conduct standards on the floor	Day 1		
First week			
☐ Shadow at least two classes or sessions run by an experienced instructor	Week 1		
☐ Train on member check-in, bookings and the health screening form Including what to do when a member's answers mean they need medical clearance.	Week 1		
☐ Train on the opening and closing checklist and the cleaning rounds	Week 1		
☐ Train on the equipment inspection and how to tag a machine out of order	Week 1		
☐ Teach a class or session observed by the lead instructor Give feedback against your class standard, from the welcome and safety briefing to the cool-down.	Week 1		
First month			
☐ Check every induction task is complete and signed	Month 1		
☐ Hold a 30-day check-in and agree their goals	Month 1		
☐ Ask for their feedback on the induction	Month 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____