

New Employee Checklist

Name:

Role:

Start date:

Immediately after job offer

Receive the signed employment contract, and make sure the payroll team is aware of the new employee and their start date.

4 weeks prior to start date

Identify any tools or equipment your new employee will need (e.g. uniform, tools, security pass, computer, desk) and organise it with the relevant suppliers.

2 weeks prior to start date

Create an induction plan by identifying what information your new employee needs and who they'll need to meet, then arrange the meetings for them.

1 week prior to start date

Get in touch with the new employee to share details such as arrival place, time and contact person, car parking or transport suggestions, and make sure they're aware of requirements like dress code.

Confirm that all equipment will be ready for their first day.

Prepare their workspace, if they need one.

Let people in your organisation know when the new employee is starting, who they are and what job they'll be doing.

Plan the work you expect they will do in their first week.

First week on the job

Welcome the new employee to the team and introduce them to their team members.

Show them their workspace (if applicable) and where the amenities are (e.g. bathrooms, kitchen, locker).

Make sure they're aware of the organisation's policies and procedures that are relevant to their role.

Allow time for them to complete any necessary paperwork.

Talk through the work you have planned for them in their first week and give them the opportunity to ask questions to ensure they understand what's required.

Make yourself available so they're able to ask questions and check in with them regularly.