



# NEW EMPLOYEE CHECKLIST

**Name:**

**Role:**

**Start date:**

## **Immediately after job offer**

Receive the signed employment contract.

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, remote login access) and organise it with the relevant internal facilities/IT teams.

## **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.

Arrange the meetings for them. These meetings may be in person, or via video call if the new employee is working either partly or fully remote.

## **1 week prior to start date**

Get in touch with the new employee to share details such as place, arrival time and contact person, car parking or transport suggestions, and make sure they're aware of requirements like dress code. If they're working remotely, set up a video meeting with them for their first morning.

Confirm that all equipment will be ready for their first day, including remote access/logins if relevant.

Send them any remote work logins and access instructions they may need for their first day.

Prepare their workspace, if they need one.

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

Confirm acceptances of in-person or video meetings with key staff and reschedule if necessary.

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



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## First week on the job

Welcome the new employee to the team and introduce them to their team members - either in person, or through scheduled video calls.

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.

Allocate time for them to complete any necessary onboarding 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 during this week, so they're able to ask questions and check in with them regularly.