

# New Employee Checklist

**Name:** .....

**Position:** .....

**Start Date:** .....

## ACTION

## DONE

| <b>2-3 Weeks Before Starting Date:</b>                  |                          |
|---------------------------------------------------------|--------------------------|
| Send formal letter of offer and contract                | <input type="checkbox"/> |
| Prepare personnel file                                  | <input type="checkbox"/> |
| Prepare handover, training, induction material          | <input type="checkbox"/> |
| Advise/invite employee to upcoming functions/meetings   | <input type="checkbox"/> |
| <b>1 Week Before Starting Date:</b>                     |                          |
| Arrange admin and IT requirements                       | <input type="checkbox"/> |
| Email account/address and signature                     | <input type="checkbox"/> |
| Arrange computer access                                 | <input type="checkbox"/> |
| Office keys, alarm codes, parking arrangements etc      | <input type="checkbox"/> |
| Prepare desk and/or seating arrangements                | <input type="checkbox"/> |
| Order business cards                                    | <input type="checkbox"/> |
| Schedule meetings for induction program                 | <input type="checkbox"/> |
| Touch base with new employee by phone                   | <input type="checkbox"/> |
| <b>Starting Date:</b>                                   |                          |
| Provide induction manual and schedule                   | <input type="checkbox"/> |
| Administrative forms for payroll and personnel          | <input type="checkbox"/> |
| Send "welcome" email to all staff                       | <input type="checkbox"/> |
| Add name and details to staff contact list of directory | <input type="checkbox"/> |
| Arrange training – WHS, systems, procedures, etc        | <input type="checkbox"/> |