New Employee Checklist

DAY ONE

- Welcome New Employee ☐
- Show them where they'll be working ☐
- Introduce them to colleagues, managers, and their work 'buddy' ☐
- Show the new employee where all of the facilities are ☐
- Deal with P45, NI number and security card ☐
- Outline health & safety guidance ☐

WEEK ONE

- Provide history of the company ☐
- Provide outline of the job role including key responsibilities ☐
- Provide outline of training and development opportunities ☐
- Run through employee's terms and conditions, including pay, break entitlement, and probationary periods ☐
- Outline key policies, such as disciplinaries, absence, etc. ☐
- Provide details on other policies, such as dress code, use of company intranet, etc. ☐
- Provide access to all equipment needed to perform the role ☐
- Complete all documentation needed in the employee's personal file ☐
- Provide detailed training on health & safety within the organisation and specific to the role ☐

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MONTH ONE

- Provide details on your organisation's commitment to equality and diversity ☐
- Provide details on any employee representation, including trade union membership ☐
- Have an informal meeting with the line manager to address concerns and assess adjustment to ☐

  the role and team

MONTH THREE

- Review performance and how they've settled in ☐
- Pinpoint development needs and set targets ☐
- Depending on the length of the probation period, you may choose to extend the probation, ☐

  pass it, or let the employee go

MONTH SIX

- End of probation period – extend, pass, or let the employee go ☐
- If they're staying, review objectives and begin to plan ahead for the next six months ☐
- Ask the employee for feedback on their induction – what worked well? What didn't? ☐

  What would they change?

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> **Speak to an expert**
> We're happy to support you
> **0800 015 4939**