

NEW STARTER CHECKLIST



Employee Surname: _____ Mr / Mrs / Miss / Miss / Other

Employee Forename(s): _____

Job Title: _____

Start Date: _____

Induction Task	Date Undertaken	Undertaken By (initials)
Obtain signed written statement of terms and conditions		
Provide Employee Handbook and obtain signed confirmation of receipt (if applicable)		
Provide employee privacy notice and explain other data protection policies		
Obtain bank details		
Obtain P45 and national insurance number		
Obtain Proof of Address		
Obtain Proof of ID		
Obtain Work Permit (if applicable)		
Introduction to colleagues		
Assign buddy (if applicable)		
Issue building access card /key (if applicable)		
Tour of the workplace		
Explain holiday booking procedure		
Explain expenses procedure		
Obtain computer log in details		
Demonstrate company intranet		
Explain telephone system		
Check driving licence (if applicable)		
Issue company car/company car policy (if applicable)		
Explain health and safety requirements		
Explain fire evacuation procedure		

Signed (Employee): _____

Date: _____

Signed (Manager): _____

Date: _____

