New starter checklist

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| **Name:** |  | | |
| **Manager:** |  | | |
| **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 | |  |  |
| Provide employee privacy notice and explain other data protection policies | |  |  |
| Obtain bank details | |  |  |
| Obtain P45 and national insurance number | |  |  |
| Introduction to colleagues | |  |  |
| Assign buddy | |  |  |
| Issue building access card | |  |  |
| 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 | |  |  |
| Issue company car/company car policy (where applicable) | |  |  |
| Issue company credit card | |  |  |
| Explain health and safety requirements | |  |  |
| Explain fire evacuation procedure | |  |  |

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| **Employee signature:** |  | **Date:** |  |
| **Manager signature:** |  | **Date:** |  |