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:** |  |