



Ensuring every new starter gets the best possible start covering day one!

New starter checklist

This checklist can be used to make sure all the necessary information, documentation and equipment has been obtained and provided during a new starter's induction period.

Employee 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, including key people they will be working with		
Assign buddy		
Issue building access card		
Tour of the workplace, including kitchen/refreshment areas		
Explain holiday booking procedure		
Explain expenses procedure		
Obtain and provide computer log in details		
Demonstrate company intranet		



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Explain telephone system		
Check driving licence (where applicable)		
Issue company car/company car policy (where applicable)		
Issue company credit card		
Explain health and safety requirements		
Explain fire evacuation procedure		
Provide information on any social activities or events in the workplace and ensure the new start is added to any relevant email distribution lists		
Provide appropriate PPE		
Any medical issues such as allergies that the Company needs to be aware of and medication such as Inhaler / Epi-pen that need to be on site or with employee		

Any additional comments:

Employee signature:		Date:	
Manager signature:		Date:	