

EMPLOYEE ONBOARDING CHECKLIST

New starter: _____ Job title: _____

Start date: _____ Department: _____ Manager: _____

Task	Owner	Done	Date
Before day one			
Offer accepted and signed contract returned		☐	
Right to work or eligibility documents checked		☐	
Start date, time and place confirmed in writing		☐	
Payroll, bank and emergency contact details collected		☐	
Desk, laptop and phone ready		☐	
Accounts, email and system access requested		☐	
First week schedule sent to the new starter		☐	
		☐	
Day one			
Welcome, tour of the building and fire exits		☐	
Introductions to the team and nearby teams		☐	
Pass, keys and equipment handed over		☐	
Signed in to email and the core systems		☐	
Hours, breaks and how to book time off explained		☐	
Buddy or mentor introduced		☐	
First task explained and started		☐	
		☐	
First week			
Role, objectives and expectations discussed		☐	
Handbook and policies read and acknowledged		☐	
Required training booked or completed		☐	
Shadowing or sitting with colleagues arranged		☐	
Recurring one-to-one put in the diary		☐	
End of week check-in with the manager		☐	
		☐	
First month			
Thirty day review meeting held		☐	
Objectives for the probation period agreed		☐	
Training plan agreed and booked		☐	
Feedback asked for on the first weeks		☐	
Probation review date set and shared		☐	
		☐	

Write a name in the Owner column for every line - HR, the manager, IT or the buddy - so nothing is left for somebody else to notice. Add your own tasks on the blank lines.

New starter signature: _____ Manager signature: _____ Date: _____