Staff on-boarding checklist

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Get it right first time

The first day at a new company in a new role is a daunting prospect no matter how experienced the new hire. There's plenty that a company can do in order to simplify the process and ensure that the new member of staff feels completely at home.

Some companies might choose to appoint a sponsor or "buddy" that the new employee can go to with any questions no matter how large or small.

The on-boarding checklist

Pre-employment

■ **Create an employment contract**

■ **Create offer letter and send electronically to new hire with employment contract for their review and ask to print off, sign and return in the post**

■ **CEO to send personal welcome email**

■ **Set up a company email address and ensure email address is added to relevant mailing lists**

■ **Add to Staff Squared which sends them a welcome e-mail and prompts them to add their details**

■ **Purchase and configure a new computer**

■ **Calculate holiday entitlement for the current year**

■ **Calculate the first month's salary and on-going salary payments**

■ **Get their P45 from previous employment and save to new hire's Staff Squared files**

■ **Add new hire to payroll**

■ **Ask for their passport and take a copy and put on their file**

■ **Get them a set of fobs and/or keys where applicable**

■ **Hiring managers to set down what first assignment for new hire will be**

On their first day

■ **Show round the office and show them fire exits, toilets, kitchen, boardroom, chill out room etc**

■ **Bring up to speed on first assignment and provide overview and requirements**

■ **Send link to Company Handbook**

■ **Bring new hire up to speed on regular events**

First week

■ **Introduce to any key partners of the business including relevant suppliers and customers**

First month

■ **Review and clarify performance objectives and expectations after the first month**

■ **Add goals to Staff Squared**

■ **Set up regular one-to-one meetings with hiring managers (ideally at least once a fortnight)**

First six months

■ **Review performance objectives and progress associated with goals set down in Staff Squared, updating where applicable**

■ **Carry out end of probation review and discuss goals for the future and any associated training requirements**

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