

**Staff on-boarding checklist**

[www.staffsquared.com](http://www.staffsquared.com/)

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

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|  | 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 end personal welcome email  |
|  | Set up a company email address and ensure email address is added to relevant mailing lists  |

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|  | 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 salaryPayments  |
|  | Get their P45 from previous employment and save tonew 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 fornew hire will be |

**On their first day**

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|  | Show round the office and show them fire exits, toilets,kitchen, boardroom, chill out room etc |
|  | Bring up to speed on first assignment and provideoverview and requirements |
|  | Send link to Company Handbook |
|  | Bring new hire up to speed on regular events |

**First week**

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|  | Introduce to any key partners of the business includingrelevant suppliers and customers |

**First month**

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|  | Review and clarify performance objectives andexpectations after the first month |
|  | Add goals to Staff Squared |
|  | Set up regular one-to-one meetings with hiring |

**First six months**

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|  | Review performance objectives and progressassociated with goals set down in Staff Squared,updating where applicable |
|  | Carry out end of probation review and discuss goals forthe future and any associated training requirements |



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