New Starter Checklist

Manager's checklist for a new employee: before day one, first day, first week and first month, with sign-off.

New starter

Employee name *	
Job title *	
Department / team	
Line manager *	
Start date *	_____ / _____ / _____

Before day one

Item	Done	Not applicable
Offer letter and contract issued *	☐	☐
Right to work check completed and copy kept *	☐	☐
References received *	☐	☐
DBS check completed (if required) *	☐	☐
Payroll and pension details set up *	☐	☐
Equipment, phone and log-ins ordered *	☐	☐
Workspace or van ready *	☐	☐
Team told about the new starter *	☐	☐

First day

Item	Done	Not applicable
Welcome and introductions *	☐	☐
Site tour, fire exits and first aid *	☐	☐
Health and safety induction *	☐	☐
IT and system log-ins working *	☐	☐
Key policies explained (handbook) *	☐	☐
PPE and uniform issued *	☐	☐
Buddy or mentor assigned *	☐	☐

YOUR LOGO

New Starter Checklist

First week and month

Item	Done	Not applicable
Job-specific training plan agreed *	☐	☐
Objectives for probation set *	☐	☐
Week 1 check-in held *	☐	☐
Month 1 review held *	☐	☐
Probation review date booked *	☐	☐

Probation review date	_____ / _____ / _____

Sign-off

Notes	
Manager name *	
Manager signature *	
Employee signature	
Date completed *	_____ / _____ / _____

* Required