**New Employee Checklist**

Pre-employment

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Activity | By Whom | Completed |
| Onboarding  | Employee guide  | Human Resources (HR) /Line Manager |  |
| Technology  | Employee has the appropriate IT equipment  | Line Manager |  |
| Support | Assign a buddy  | Line Manager |  |
| Day 1 |
| Welcome | New employee induction module | Learning and Development (L&D) /Line Manager |  |
| Welcome  | 1:1 with Line manager Cover working arrangements Overview of department Check equipment and access to software Read relevant HR & Health and Safety (H&S) documents  | Line Manager |  |
| Welcome  | Meet the Team | Whole team |  |
| Week 1 |
| Learning  | Complete Key e-Learning modules  | e-Learning / L&D |  |
| One Team  | Discuss how the role fits into the wider team | Line Manager |  |
| Support | Set goals and tasks Learning & development to support you in your role | Line Manager/L&D |  |
| Customer First | Customer Care and how to deal with complaints  | Line Manager |  |
| HR | Cover working practices and standards Complete Employee Declaration of Interest form  | Line Manager |  |
| Beyond |
| Support  | Pre-schedule regular 1:1s with line manager  | Line manager |  |
| Support | Appraisal  | Line Manager |  |
| Month 1 |
| Task | Activity | By Whom | Completed |
|  |  |  |  |
| Month 2 |
| Task | Activity | By Whom | Completed |
|  |  |  |  |
| Month 3 |
| Task | Activity | By Whom | Completed |
|  |  |  |  |

Feedback

|  |
| --- |
|  |

Acknowledgements and signatures

Name ………………………………………………………… Line Manager ……………………………………………

Signature Signature