**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

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|  |

Acknowledgements and signatures

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

Signature Signature