New Employee Checklist

**Name of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Full/Part Time: \_\_\_\_\_\_\_hours**

Where appropriate copy this form for the necessary action to be completed by others

|  |  |  |
| --- | --- | --- |
|  | **Requirements** | **Responsibility** |
| Salary and Employment Details | [ ]  To be sent to …………………. with all personnel information |  |
| Initial Meeting | Introduction to:Job Description and targetsExplanation of Company ‘Rules of the Game’ and Culture |  |
| Team | Volunteer team member to spend time supporting new team member with any problems or concerns they have  |  |
| Client and Site Visits | New member should spend time with each department and visit clients/sites for familiarisation |  |
| 1 Month Review | Preferably over lunch, give feedback on 1st month’s work and ask for:1. feedback on experience so far
2. ideas new employee might have for improving their job, their department, and the company
 |  |
| PC Requirements |  |  |
| Office Systems | [ ]  Logging in and Out of Systems[ ]  Database[ ]  ……………………………………….[ ]  ……………………………………….[ ]  E-mail[ ]  Telephone[ ]  Emergency Procedures |  |
|  | [ ]  Health & Safety |  |
| Miscellaneous | [ ]  Staff Introductions |  |