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

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|  | **Requirements** | **Responsibility** |
| Salary and Employment Details | To be sent to …………………. with all personnel information |  |
| Initial Meeting | Introduction to:  Job Description and targets  Explanation 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 |  |