

New starter checklist

Name			
Manager			
Start Date			
Induction Task	Date Undertaken	Undertaken By (initials)	
Obtain signed written statement of terms and conditions and signed consent to process data form			
Provide Employee Handbook / HR Policies and obtain signed confirmation of receipt			
Obtain bank details and proof of right to work			
Obtain P45 and national insurance number			
Introduction to colleagues			
Assign buddy			
Issue building access card			
Tour of the workplace			
Explain holiday booking procedure			
Explain expenses procedure			
Obtain computer log in details			
Demonstrate company intranet			
Explain telephone system			
Check driving licence and insurance			
Issue company car/driving on business policy (where applicable)			
Issue company credit card (where applicable)			
Explain health and safety requirements			
Explain fire evacuation procedure			
Employee Signature:		Date:	
Manager Signature:		Date:	