

New Employee Checklist

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 Name:

.....
 Position:

.....
 Start date:

Action

Done (✓)

2-3 weeks before starting date:	
Send formal letter of offer and contract	
Prepare personnel file	
1 week before starting date:	
Arrange Admin and IT requirements	
Email account/address and signature	
Arrange computer access	
Office keys, alarm codes, parking arrangements etc	
Prepare desk and/or confirm seating arrangements	
Order business cards	
Schedule meetings for induction program	
Touch base with new employee by phone	
Starting date:	
Provide induction manual and schedule	
Administrative forms for payroll and personnel	
Send "welcome" email to all staff	
Add name and details to staff contact list or directory	
Arrange training – OHS, systems, procedures, etc	

Permanent and temporary recruitment solutions:

- Administrative Support
- Customer Service and Call Centre
- Finance and Accounting
- Sales and Marketing
- Human Resources
- General Executive
- Warehouse and Logistics