



NEW STARTER CHECKLIST



WELCOME!

A new employee brings a fresh perspective and opinions into the workplace. Ensuring they become productive as quickly as possible boosts business performance and enhances the employee's confidence in their role. This is where our new employee checklist comes in. Download it today as the first step to improve your onboarding experience.





THE IMPORTANCE OF ONBOARDING

The onboarding process is a series of steps and activities designed to integrate new employees into an organisation. The new employee checklist ensures all aspects are covered, helping the employee settle in and be fully prepared for their first day in the business.

Faster Productivity

Starting off in the right way helps to decrease the time it takes for the employee to be fully productive in the business.

Success

It's more than just a first-day orientation. The new employee checklist addresses the new employee's first month within the business and beyond, ensuring they are set up for success.

Retention

A positive onboarding experience, facilitated by a new employee checklist, can increase employee satisfaction and, in turn, improve retention rates.



THE IMPORTANCE OF ONBOARDING CONTINUED...

Training

There are legal obligations that employers must meet when hiring new employees, such as verifying work eligibility, and providing certain mandatory training. A new employee checklist ensures that all these requirements are met and documented for every new employee.

Feedback

A checklist also serves as a feedback tool. After onboarding, employers can review it with the new employee to gather feedback on the process. We have left spaces on the download for notes for managers/employers for continually monitoring and improving the onboarding process.

Company Culture

Starting a new job can be overwhelming. A checklist provides a clear roadmap for new employees, reducing the anxiety associated with the unknowns of a new job and work environment. It sets a precedent for open communication. When a new employee knows what to expect and what is expected of them, it fosters a sense of trust and transparency.

TIMELINE

The new employee checklist should consider all necessary documentation and onboarding steps. Our checklist includes the HR documentation required for all employees and provides a timeline for:

- Before the first day
- On the first day
- First week
- First month and beyond



REMOTE WORKING

A new challenge for many employers and managers is onboarding of remote employees, especially when compared to the traditional in-person onboarding process. Businesses need to adapt and create a remote onboarding process.

Our checklist can be adapted to remote working onboarding.



NEW STARTER CHECKLIST

Employee Name:

Start Date:

Job Title:

Line Manager:



BEFORE STARTING

TASKS	COMMENTS IF NECESSARY	RESPONSIBILITY	COMPLETED
Signed employment contract or offer letter Completed tax forms Background check and reference check completion			
Assign a desk or office space Set up computer, phone, and other necessary equipment Provide office supplies			
Email account creation Access to necessary software and databases Network and intranet access			
Employee handbook Company policies and procedures Organisational chart			
First-day agenda Orientation and training sessions Meetings with team members and key personnel			

ON THE FIRST DAY

TASKS	COMMENTS IF NECESSARY	RESPONSIBILITY
Greet the new employee upon arrival Introduce them to their immediate team and mentor/buddy		
Company history, mission, vision, and values Overview of company products/services Organisational structure and key personnel		
Benefits enrolment (health, dental, retirement, etc.) Emergency contact information Any additional required documentation		
Show bathroom break rooms, emergency exits, etc. Introduce them to different departments		
Training on company specific software Setting up voicemail, email signature, etc. Cybersecurity guidelines		

FIRST WEEK

TASKS	COMMENTS IF NECESSARY	RESPONSIBILITY
Job-specific training Compliance and safety training Soft skills or company culture training		
One-on-ones with direct supervisor Team meetings Meetings with cross functional teams (if applicable)		
Initial feedback on their onboarding experience Clarify any doubts or questions		

FIRST MONTH & BEYOND

TASKS	COMMENTS IF NECESSARY	RESPONSIBILITY
Review job roles and responsibilities Set short-term and long term goals		
Identify any additional training needs Provide resources for continuous learning and development		
Regular check-ins with the supervisor Formal performance reviews		
Invite to company social events or team-building activities Encourage participation in company clubs or groups		
Regular check-ins with assigned mentor or buddy Provide resources for support, such as Employee Assistance Programs (EAP)		

**IF YOU WOULD LIKE TO DISCUSS HOW WE
CAN HELP SUPPORT YOU WITH YOUR
RECRUITMENT NEEDS AND BEYOND
PLEASE GET IN TOUCH**

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