

# New Starter Checklist

Get somebody started properly, with the checks, paperwork, safety induction and equipment handled as a list rather than remembered in pieces.

Everything that has to happen before and during somebody's first week, ticked off and dated.

## THE LIST IS YOURS TO COMPLETE

What you must check, collect or register before someone starts work differs by country — right-to-work checks, tax registration, insurance, age rules for young workers. This list prompts you to record that you did it; it does not tell you what 'it' is where you are.

|      |      |            |         |
|------|------|------------|---------|
| Name | Role | Start date | Manager |
|      |      |            |         |

## BEFORE THE FIRST DAY

|                                                                                       |                                                                       |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Offer made and accepted in writing                           | <input type="checkbox"/> Bank details taken securely                  |
| <input type="checkbox"/> Written terms issued                                         | <input type="checkbox"/> Emergency contact and next of kin taken      |
| <input type="checkbox"/> Right-to-work or eligibility checks done as required locally | <input type="checkbox"/> Any licences or certificates seen and copied |
| <input type="checkbox"/> Tax and payroll registration done                            | <input type="checkbox"/> Insurance and any registration updated       |

## FIRST DAY AND FIRST WEEK

|                                                                |                                                                      |
|----------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Introductions and who does what       | <input type="checkbox"/> Equipment and PPE issued                    |
| <input type="checkbox"/> Site tour and welfare facilities      | <input type="checkbox"/> Keys, passes and logins issued and recorded |
| <input type="checkbox"/> Fire exits, alarms and assembly point | <input type="checkbox"/> Hours, breaks and rota explained            |
| <input type="checkbox"/> First aid arrangements                | <input type="checkbox"/> How to report absence                       |
| <input type="checkbox"/> Health and safety induction recorded  | <input type="checkbox"/> Probation or review dates set               |

|              |                    |      |
|--------------|--------------------|------|
| Completed by | Employee signature | Date |
|              |                    |      |