

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

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

FIRST DAY AND FIRST WEEK

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

Completed by	Employee signature	Date
_____	_____	_____