

New Starter Checklist

When people join the business, the following list of checkpoints needs to be completed by their manager and added to the respective personnel file.

Job Title of New Starter	
Name of New Starter	
First Day	
Form Completed by	

Item	Relevant	Date	Initials
Provision of Office Keys			
Provision of Car Park Pass			
Provision of VPN connection and passwords			
Notification to key customers/suppliers			
Notification to health scheme supplier			
Notification to Accountants (payroll etc)			
Collection of P45 for accountants			
Provision of laptop			
Provision of mobile phone			
Entry to Active Directory			
Creation of GSuite account			
Update internal documentation			
Create FreshDesk account			
Create internal phone extension			
Provision of company social networking passwords			
Introduction to company procedures/handbook			
Explanation of fire procedures			
Training in backend systems			
Completion of any client security procedures (CRB etc)			
Inspection of driving licence/insurance			