



HIRING CHECKLIST

- Put together a hiring process
- Prepare Job Description
- Advertise position
- Go through interview process
- Set up on HR Software (PPHR 😊)
- Offer Letter
- Contract
- Policies
- New starter information form
- Training & nurture plan
- Insurance - employer liability
- Add to payroll
- Set up pension for auto enrolment
- Keys to office
- New starter welcome pack
- Set up laptop/PC
- Set up email
- Set up logins for all software
- Book welcome lunch
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NOTES

Large purple rectangular area for taking notes.

