



NEW EMPLOYEE CHECKLIST

- Prepare Job Description
- Advertise position
- Go through hiring process
- Set up on HR Software (PPP&C 😊)
- Offer Letter (PPP&C 😊)
- Contract (PPP&C 😊)
- Policies (PPP&C 😊)
- Employee Handbook (PPP&C 😊)
- New starter information form
- Training & nurture plan
- Insurance - employer liability
- Add to payroll
- Set up pension for auto enrolment
- Keys to office
- Uniform
- New starter welcome pack
- Set up laptop/PC
- Set up email
- Set up logins for all software
- Book welcome lunch
- Book in probation meetings
- Arrange headshot for website etc

NOTES

