

NEW STARTER CHECKLIST					
Action ID	Action Description	Who	Status	Comments	Supporting Processes / Documents
Start Date					
1	Security / ID badge: Application form and photo	Buddy			Use photo for internal communication purposes
2	Apply for Season ticket Loan	New Starter			May need to wait until probationary period is completed
3	Health and Safety Induction and Display Screen Equipment Training	New Starter			Buddy should introduce new starter to any health and safety representatives and also the nearest first aider
4	Overview and walk through of intranet navigation	Buddy			
5	Set team specific meeting Calendar Invites Review with new starter for meeting purpose, format, and any required reports/updates	Buddy			Team meeting Specific Projects Monthly Conference Social meeting
6	Set Outlook signature and any standard email templates (font etc)	New Starter			Outlook> email > Tools > Options> Mail Format > Signature
7	Personal Supplies / Stationery: Obtain personal stationery from stock	New Starter			
8	Configure Printers: Map and set default department printers	New Starter			
9	Review Software Licences for Office utilities - does the new starter require any specialist software? Order from IT / Support staff	New Starter			
10	Set up Desk Phone : Set up voice mail, and familiarise with transfer and pick up functions	New Starter			
11	Outlook Shared Calendar: Set shared calendar permissions with team members	New Starter			
12	Meeting Room Bookings Administration - how to book a meeting room and order catering	Buddy			
13	Set up Windows Messenger:	New Starter			
14	Spend time with New Starter / Line Manager to understand role etc.	Line Manager			
Day 2					
15	Order Corporate Credit Card	New Starter			Approval may be needed from line manager
16	Induction to any internal computer programmes that new starter will use (e.g. expenses online, HR online, Flexi time system etc)	Buddy			
17	Set up conferencing accounts (teleconference, WebEx etc):	New Starter			
18	New starter Communication: Construct a brief resume paragraph and forward complete with portrait self picture (or security photo) to HR / Support staff	New Starter			
19	Attendance Administration: what do employees have to do to maintain their attendance / sickness records	New Starter			
20	Familiarise with overall Processes and Procedures for Company Governance Resources Policies and Procedures Health and Safety	Human New Starter			
21	Using office equipment - scanners, printers, photocopiers etc	New Starter			
22	Walk Around the Building, introduction to other members of staff	Buddy			
23	Process Booking Travel and Hotels Review Departmental procedure Review Group Travel policy and process	Buddy			
24	Attend Induction day (CEO / Pension / Building tour)	HR			Invite to be received from HR