NEW STARTER CHECKLIST (Preparation)					
Action ID	**Action Description**	**Who**	**Status**	**Comments**	**Supporting Processes / Documents**
1	Additional Temporary headcount Requirement: Departmental manager e-mails approval for additional headcount complete with Role Profile and duration of contract/temporary assignment to Administration manager	Line Manager		Temporary & Contractor staff specific	
2	Source available suitable Candidates: Forward additional headcount request and role profile to HR to source suitable candidate CV's from approved suppliers	Support Staff (PA/EA)		Temporary & Contractor staff specific	
3	CV Review and candidate selection: Select candidate and schedule Formal/Informal interview as appropriate Advise Support Staff (PA/EA) and HR	Line Manager		Temporary & Contractor staff specific	
4	Start Date: Agreed start date communicated to departmental Line Manager	HR			
5	New Starter details: Inform Support Staff (PA/EA) of new starter details (Name, Job title, employment terms (permanent or contractor), telephone extension number, desk location	Line Manager			
6	IT Requirements. Inform Support Staff (PA/EA) of IT requirements, Desktop or Laptop, Laptop bag (rucksack/briefcase) Specialist software requirements, Requirement for Mobile, and mobile specification Above standard build software (E.g. MS Visio/ARIS/Minitab/MS-Project and any specialist required software)	Line Manager			
7	Key Staff Introduction: Provide list of Key staff for introduction meeting scheduling	Line Manager			
8	User ID: Raise user ID request with IT and Internet access	Support Staff (PA/EA)			
	Start Date Minus 1 Month				
9	Evaluate desk: Review new starter's desk and pedestal, for existing IT equipment set up, ensuring that desk and pedestal are clean and free from material, (monitor keyboard, mouse, mouse mat, telephone, docking station, security lock, pedestal with key, chair	Support Staff (PA/EA)			
10	IT hardware/software Request: Raise IT request for IT hardware, software licences, and mobile as applicable (Note Line Manager to E mail authorisation approval direct to Listed Form Authoriser) Upon installation of required software e-mail build specification to New Starter	Support Staff (PA/EA)			
11	Request business card print	Support Staff (PA/EA)			
12	Welcome Announcement: E-mail welcome announcement to applicable members of staff	Support Staff (PA/EA)			
13	Add new starter to E Mail Distribution Lists	Support Staff (PA/EA)			
14	Introduction Meetings: Schedule Day 1 meetings with Line Manager, HR and Health & Safety. Schedule introductory meetings with Key staff for week 1 and 2	Support Staff (PA/EA)			
15	Security Pass: Arrange Temporary pass with reception / security for the first week. Inform of time of arrival and the member of staff who will be escorting.	Support Staff (PA/EA)			
16	Meeting Scheduling: Schedule Group and Business Department specific meeting Calendar Invites	Support Staff (PA/EA)			Weekly Team meeting Social meeting
17	Core Team Contact List: E mail list of telephone numbers (Mobiles/extensions) to new starter	Support Staff (PA/EA)			
18	Configuration for any online systems, HR online, expenses online etc	Support Staff (PA/EA)			
19	Telephone Extension for user name display on telephone.	Support Staff (PA/EA)			
20	Attendance records set up for new starter	Support Staff (PA/EA)			
21	Set up any online social media sites for staff, communities of practice etc	Support Staff (PA/EA)			
22	E-mail new starter details to Travel Agency for their records E-mail travel agency details to new starter	Support Staff (PA/EA)			
	Start Date Minus 1 Day				
23	Desk Set Up: Set up desk area, Pc/Laptop, monitor, and PC security. Set and secure business cards, Mobile phone, and PC bag in pedestal	Support Staff (PA/EA)			