**New Joiner Checklist**

***Note:*** *Feel free to adapt or develop this checklist to meet your needs*

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| --- | --- |
| **New Joiner Name:** |  |
| **Planned Start Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Action:** | **Complete:** | **Notes:** |
| Job Offer verbally made and accepted |  |  |
| Job Offer paperwork sent |  |  |
| Contract of employment sent |  |  |
| Copy of Staff Handbook sent with offer |  |  |
| Copy of privacy notice sent with offer |  |  |
| Information on any benefits sent with offer |  |  |
| Send company announcement once offer formally accepted |  |  |
| Set up workstation / PC / security pass etc |  |  |
| Take up references   1. Reference 1. Requested 2. Reference 2 requested |  |  |
| Proof of eligibility to work in the UK checked and on file |  |  |
| **Action:** | **Complete:** | **Notes:** |
| Other required checks completed i.e. identity / DBS |  |  |
| Health checks where allowed (i.e. to abide by law or requirement of role) |  |  |
| Diarise one-month review |  |  |
| Diarise end of probation review |  |  |