

# Your checklist for new starters

<b>Prior to starting</b> (To be completed at least 3 working days before start date)	Status
<b>1. Prior to starting, arrange for all the IT needs of the new starter</b>	
a. PC/laptop	
b. Log ins	
c. Printer set up	
d. Computer applications, databases, network drive/folder access	
e. Email set up	
f. Stationary - business cards	
g. Organisational chart	
<b>2. Prior to starting arrange the desk/work area of the new employee starter. Including procedures manuals etc.</b>	
<b>3. Inform team and colleagues of the arrival of the new starter - give them enough information to promote understanding of the new starter's perceived role and how they will contribute to your business's growth/expertise/etc.</b>	
<b>4. Plan an hour of uninterrupted time with the manager on their first day.</b>	
<b>On their first day</b>	
<b>5. On the first day, tour the new employee around their assigned work space and:</b>	
a. Show where restrooms, refreshments, and break areas are located	
b. Provide required keys	
c. Introduce new employee to other staff members	
d. Review job description card and ALL parts of employment contract	
e. Review organisational chart (if applicable)	
<b>6. Run through the prepared 'standard' work policies guide, including:</b>	
a. Working hours (including out of hours/weekend access)	
b. Telephone, email and internet use	
c. Telephone manner	
d. Printer, fax and photocopier use	
e. Computer application use	
f. Office organisation (files, supplies, etc)	
g. Office resources (manuals)	
h. Company or staff meetings	
i. Accountability	
j. Customer service philosophy	
k. Confidentiality	

I. Ethics	
m. Office safety / OH&S issues	
n. Stationary /office supplies location	
<b>7. Develop a ‘Challenge Plan’ for the first 3 months to ensure that the employee is continually challenged in their job.</b>	
<b>8. Encourage questions from the new starter.</b>	
<b>9. If you believe it is necessary, assign them a ‘mentor’ to assist them for the first month in getting the answers they need.</b>	
<b>10. Give them a copy of the business mission/vision statement on the first day.</b>	
<b>11. Pre-schedule a series of one-on-one meetings (2 times a week for the first 2 weeks then 1 time per week for the first 2 months) to identify their frustrations and problems before they get out of hand.</b>	
<b>After 1st day (but as soon as possible)</b>	
<b>12. Develop an individual ‘growth/development plan’ for the first 3 months to ensure that they are developing at an acceptable rate.</b>	
<b>13. Within the first week, arrange for an ergonomics and posture evaluation if the new starter will use a computer for more than 4 hours per day.</b>	
<b>14. Within the first month, check (and arrange further training and support as needed):</b>	
a. Overall computer competency	
b. Understanding of and compliance with policies and procedures, including confidentiality, privacy and compliancy	
c. Ability to back up, turn on and print	
d. Familiarity with software programs, Word, Excel, or other programs used by the position	
e. File servers, network	
f. Email and internet	
<b>15. Do a post induction survey and ask them what they want more of and less of from the induction. Ask them to write down any new ideas or solutions they have on how to improve induction and add good ideas to this list.</b>	
<b>16. Celebrate the successful completion of the formal induction at the end of the probationary period. Celebrate everything.</b>	

**Other points:**

Induction is an essential part of business and ensuring all new employees have a smooth transition into their role.

- It makes the first day as much of a celebration as possible.
- It involves all colleagues in the process.
- It makes the new starter productive from the first day.
- It isn't boring, rushed or ineffective.
- It reduces turnover.
- It includes feedback and review in order to continuously improve.