



Recruitment  
Central

# NEW EMPLOYEE CHECKLIST



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## Before Starting

- Call prior to start date
- Assignment of work buddy
- Set up essentials - email, logins, work station, etc
- Arrange building access pass, business cards
- Create a plan with goals

## Day 1

- Greet on Arrival
- Workplace tour and housekeeping
- Morning tea with the bosses
- Review job description and expectations
- Introduction to work buddy
- Review Employee handbook and Company policies
- Paperwork completion

## Week 1

- On the job training
- Cross functional understanding
- Coffee with the team
- Training plan schedule and timeline
- End of week reviews
- Assign a project to work on
- Ensure payroll is set up

## First impressions count.

**Make an impact and give new employees the best experience.**

### Month 1

- Check in and review KPIs
- Project allocation
- Alignment with long-term vision of the company

### Month 2

- Assign a major project
- Provide a challenging task
- Get feedback from their work buddy
- Ask for their feedback and give feedback

### Month 3

- Evaluate performance
- Team review
- Set new goals
- Increase responsibility
- Formal performance review

