



Name:

Role:

Start Date:

Immediately after Job Offer

Receive the signed employment contract.

Inform the payroll team of the new employee and their start date.

4 Weeks Prior to Start Date

Identify necessary tools or equipment
(e.g., uniform, tools, security pass, computer, desk, remote login access).

Organise tools or equipment with the relevant internal facilities/IT teams.

2 Weeks Prior to Start Date

Create an induction plan, outlining necessary information and key contacts.

Arrange introductory meetings, either in person or via video call for remote employees.

1 Week Prior to Start Date

Contact the new employee to provide details on place, arrival time, contact person, and transport suggestions.

Inform them of any dress code requirements.

Confirm that all equipment will be ready for their first day, including remote access/logins if relevant.

Send any necessary remote work logins and access instructions.

Prepare their workspace, if applicable.

Notify your team and the wider organisation about the new employee, including their role and start date.

Confirm and reschedule meetings with key staff if necessary.

Plan onboarding tasks for the new employee's first week.

First Week on the Job

Welcome the new employee to the team and introduce them to team members, either in person or via scheduled video calls.

Show them their workspace (if applicable) and amenities (e.g., bathrooms, kitchen, locker).

Ensure they are aware of relevant organisational policies and procedures.

Allocate time for them to complete any necessary onboarding paperwork.

Discuss their first week's work plan and allow time for questions to ensure understanding.

Be available throughout the week for questions and regular check-ins.