

New starter onboarding checklist

Twelve items across the first week. The order matters more than the list does.

EMPLOYEE NAME		ROLE AND SITE		START DATE	
TASK		OWNER	DUE	DONE	
Right-to-work documents checked and copied		Manager	Before day 1		
Contract issued and signed		Manager	Before day 1		
Payroll details collected (bank, NI, P45 or starter checklist)		Admin	Before day 1		
Uniform and equipment issued		Manager	Day 1		
Site tour and fire evacuation walkthrough		Buddy	Day 1		
Health and safety induction completed		Manager	Day 1		
Introductions to the team, and a buddy assigned		Manager	Day 1		
App and login access set up and tested		Admin	Day 1		
Role-specific training started		Manager	Week 1		
First-week check-in conversation		Manager	Day 5		
Probation objectives agreed and written down		Manager	Week 1		
Four-week review booked in the diary		Manager	Week 1		

Notes

- Right-to-work checks belong before employment starts. Doing them on day one is already late.
- The day-one items are about safety and belonging. Someone who has met their buddy, knows the fire exits and can log in feels employed.
- The week-one items are the ones small teams skip, and they are why some starters drift to a quiet exit in month two.
- Give every row a named owner. A checklist owned by everybody is owned by nobody.
- Blank rows are for the things only your site does. Add them once and reuse the sheet.