

THE SCHOOL

New Staff Member Checklist

Name: _____

Position: _____

Start Date: _____

Prior to starting (HR to complete)				
	Yes	No	N/A	Date
Has the employee accepted the position (verbally or written)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we posted the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we received their contract back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the contract been scanned and sent to REDACTEA to Headmaster)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the contract been given to REDACTED (Payroll)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the employee been sent their induction/welcome pack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the employee been told who to meet on the first day, where and what time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we ordered a computer and access & logins etc with IT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we ordered a phone/mobile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we ordered a badge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we ordered business cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we seen WACOT and taken copies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we seen Working with Children Check & taken copies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have we seen National Police Clearance & taken copies? (must have at least 6 months validity left)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Position: _____

Start Date: _____

Day One (Line Manager to complete)				
	Yes	No	N/A	Comments
Did the employee meet at the described location and time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been shown any emergency procedures? (Location of fire extinguisher, evacuation points, muster points?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been given their badge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been given business cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been given keys, passcodes for buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they had their photo taken for their staff ID card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been shown where their office and computer is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been shown the portal? Online staff handbook? Intranet? Netols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been given or shown the policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been shown the toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been shown the lunchrooms? Fridges? How to make hot drink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been given computer passwords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been shown the medical room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have they been introduced to Head of Faculty or Headmaster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

THE SCHOOL

New Staff Member Checklist

Name: _____

Position: _____

Start Date: _____

Staff Checklist (New staff member to complete)				
	Yes	No	N/A	Date and Comments
Were you able to meet at the right location and time? (Were the instructions straight forward?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been shown any emergency procedures? (Location of fire extinguishers, evacuation points, muster points?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had your photo taken for your staff ID badge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been given your badge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been given your business cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been given keys and/or passcodes for buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been shown where your office and computer is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been shown the toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been shown the lunchrooms? Fridges? How to make hot drink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been given computer passwords and login details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been shown the portal? Online staff handbook? Intranet? Netcls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been given or shown the THE policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been shown the medical room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been introduced to Head of Faculty and Headmaster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there anything that you feel was missed on day one?				
Comments:				