New Hire Checklist

Used to ensure New Employees provide all required items in accordance with Company Procedures

Date *

[   ] 📅

Employee Name *

[   ]

ID *
Obtain ID and File Copy

☐

Medical Certificate *
Obtain and File Copy

☐

Qualification Certificates *
Obtain and File Copy

☐

Letter of Appointment *
Ensure it is signed and filed.

☐

Email Set Up *
Have IT Tech Set it up and ensure it works.

☐

ID Badge Provided *
Provide Office Access Badge.

☐

Police Certificate of Character *
Ensure this has been Obtained.

☐

Send me a copy of my responses

Submit