Sample New Starter Onboarding Checklist

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Before day one, IT provisions a laptop and accounts, and the line manager prepares a first-week plan. New starters should bring photo ID and bank details for payroll.

On the first day: collect your access pass from reception, complete the health-and-safety induction, set up your workstation with IT support, and meet your assigned buddy. A welcome lunch with the immediate team is booked for midday.

By the end of the first week you should have completed mandatory data-protection training, had a one-to-one with your manager to agree three-month objectives, and been added to the relevant team channels and recurring meetings. A probation review is scheduled at the three-month mark.

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