















RECRUITMENT CHECKLIST - THE FIRST DAY

	Be available to welcome the new hire when they arrive
	Take the new hire on a tour of the office (ensure they are aware of the location of bathrooms, printers, meeting rooms, lunch space)
	Provide the new hire with any swipe cards or security requirements for access to the office
	Session - Health and Safety requirements
	Advise the new hire of their induction schedule
	Provide the new hire with a copy of the organisation structure, desk map and phone list
	Session - IT (for set up of IT requirements and passwords)
	Introduce the new hire to the team
	Take the new hire out to lunch (either 1:1 or arrange a team lunch)
	Session - organisation chart (manager)
	Session - overview of the industry
	Session - talk through the role responsibilities and expectations (manager)
	Session - payroll processes and paperwork (payroll team)
	Provide useful information - parking, best places locally for coffee and food