
















RECRUITMENT CHECKLIST - PRE START

	On acceptance of the job offer, call new hire to congratulate and welcome them to the organisation
	Schedule time in calendar to meet with new hire on their first day
	Advise the department of the new hire and their start date (face to face or electronic)
	Arrange desk space for new hire
	Confirm IT & phone line requirements for new hire with the IT team
	Arrange desk space for new hire
	Arrange stationery & desk supplies items for new hire
	Arrange business cards for new hire
	Prepare induction schedule for new hire
	Arrange site visits (where applicable)
	Assign team member to coordinate induction schedule for new hire (booking meetings etc)
	Assign a buddy for the new hire
	Update organisation chart
	Update phone & email lists
	Advise new hire of start time on first day, parking & dress code