New Hire Notification Form

This form is to be sent by the hiring manager to Head of Finance, IT, Reception, Sales, Marketing, Customer Service, Admin when any new employee starts. A copy should be placed on the new hire’s personnel file.

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| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Department: |  | Level: |  |
| Start date: |  | End date: | (if fixed term) |
| Reporting to: |  | | |
| Hire status: | Full time permanent / Part time permanent / Independent contractor / Casual / Temp / Fixed term part time / Fixed term full time | | |

| Task Required | Date Completed | Completed by |
| --- | --- | --- |
| New Hire added to Intranet |  |  |
| Email Address set up |  |  |
| Business Cards Ordered |  |  |
| Desk assigned |  |  |
| Systems required |  |  |
| Welcome pack sent |  |  |
| Orientation booked |  |  |
| IT equipment assigned |  |  |
| Employment Contract Drafted |  |  |
| Signed employment contract returned |  |  |
| New Hire communication Completed |  |  |