

# NEW STARTER CHECKLIST

ITEM	ACTION	DONE
01	Release job advert	<input type="checkbox"/>
02	Receive applicants	<input type="checkbox"/>
03	Shortlist applicants	<input type="checkbox"/>
04	Arrange interviews	<input type="checkbox"/>
05	Shortlist candidates	<input type="checkbox"/>
06	Make a decision for hire	<input type="checkbox"/>
07	File CV	<input type="checkbox"/>
08	Issue conditional offer of employment	<input type="checkbox"/>
09	Obtain references	<input type="checkbox"/>
10	Conduct right to work check	<input type="checkbox"/>
11	If successful, issue contract by/before first day	<input type="checkbox"/>
12	Send company handbook/policies	<input type="checkbox"/>
13	Send HMRC New Starter form/obtain p45 for payroll	<input type="checkbox"/>
14	Begin training	<input type="checkbox"/>
15	Provide KPIs to achieve	<input type="checkbox"/>
16	Offer end of probation review	<input type="checkbox"/>

**Produced by HR Habitat, Nov 2023. Checklists should be tweaked to suit business need & should be continually revised to comply with current employment legislative updates. Call 0330 133 5088/email [info@hrhabitat.co.uk](mailto:info@hrhabitat.co.uk) for your bespoke New Starter process including an evaluation of the role for KPI purposes. HR solutions can be found [here](#).**