Willowbrook Consulting Ltd

New Employee Onboarding Checklist

Making sure no onboarding step is missed: accounts, equipment, introductions, training, and first-week goals, all tracked in one place.

Before day one Offer letter signed and filed. **Result (OK / N-A):** _____

Start date (9 November 2026) and working hours confirmed in writing to Aisha Bello. **Result (OK / N-A):** _____

IT accounts requested (email, network, HR system). **Result (OK / N-A):** _____

Desk, chair, and phone allocated. **Result (OK / N-A):** _____

Welcome email sent with arrival time, building entrance, dress code, and buddy (Emma Clarke). **Result (OK / N-A):** _____

First-week schedule drafted and shared with David Okafor and Emma Clarke. **Result (OK / N-A):** _____

Day one essentials Met at reception at the agreed time. **Result (OK / N-A):** _____

ID badge and building access issued. **Result (OK / N-A):** _____

Office tour given, including fire exits and assembly point. **Result (OK / N-A):** _____

Right-to-work and bank-detail paperwork completed before lunch. **Result (OK / N-A):** _____

Payroll start date (9 November 2026) confirmed. **Result (OK / N-A):** _____

Introduced to team, manager, and buddy; lunch plan confirmed. **Result (OK / N-A):** _____

Accounts and equipment Test every login with the new starter present; do not leave them with an account that has never been signed into. Introductions and training

✓	Item	Issued	Working?
	Example: Laptop	Laptop, asset tag LT-118	Yes, tested at login
	Example: Email and systems	Email, HR system, shared drives	Yes, passwords set
	Phone / headset	Desk phone ext. 214	Yes

Mandatory training booked (health and safety, data protection, role-specific course) within the first two weeks. **Result (OK / N-A):** _____

Key policies walked through: hours, leave, expenses, who to ask for help. **Result (OK / N-A):** _____

Short meetings arranged with the teams worked with most in week one. **Result (OK / N-A):** _____

First-week review **Review date (day five):** _____ **Equipment working?:** _____

Access complete?: _____ **First tasks understood?:** _____

First-month goal 1: _____ **First-month goal 2:** _____

First-month goal 3: _____ **Outstanding items, with owner and due date:** _____ **Completion checklist** Accounts, equipment, and badge were all working on day one.

The day-five review happened and first-month goals are agreed.

Outstanding items have owners and due dates, and this checklist is filed in the employee record.

Checked by Laura Bennett, HR Manager - **Date:** 9 November 2026

Document: New Employee Onboarding Checklist **Prepared by:** _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____