

New Starters Check List Form

To be completed by HR, in conjunction with the line manager, and retained on the individual's central HR file.

Employee First Name:		Surname:	
Preferred to be called.		Job Title:	
Department:		Line Manager:	
Employee No.		Employee Badge No.	
Company Name:		Work Location:	
First day of work: [dd/mm/yy]		Probation Period end date. [dd/mm/yy]	

1. HR: pre offer of employment checks and actions.

	Yes	N/A	Comments & action:
Authorization to Recruit Form completed and approval.	<input type="checkbox"/>	<input type="checkbox"/>	
Job description completed, submitted to individual/HR.	<input type="checkbox"/>	<input type="checkbox"/>	
Application letter/ CV saved in HR system.	<input type="checkbox"/>	<input type="checkbox"/>	
Preferred contact details: phone and address	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility to work checks completed.	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Academic, professional, and vocational training qualifications. Copies received, & any checks completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Disclosure and Barring check completed and received as satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Communication support– Language, listening, written, reading. (To include translations and disabilities etc).	<input type="checkbox"/>	<input type="checkbox"/>	Details:
Others: Please specify.	<input type="checkbox"/>	<input type="checkbox"/>	

2. HR - New Starter Pack issued, returned, and signed

	Issued	Returned /Signed	Action:
Offer Letter issued.	<input type="checkbox"/>	<input type="checkbox"/>	
Contract of employment.	<input type="checkbox"/>	<input type="checkbox"/>	
Confirmation of start date.	<input type="checkbox"/>	<input type="checkbox"/>	
Reference request from current or previous employers, or personal (in the absence of the former).	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility to work documentation. i.e. passport, visa, national insurance number.	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll – bank account details	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll – PAYE form/P45 previous employment.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency, next of kin contact details.	<input type="checkbox"/>	<input type="checkbox"/>	
Post offer Medical Questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	
Submission of Payroll Forms for new starters. Include: pay and benefits, start dates, working patterns, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Key Policies and Procedures: relevant to the individuals' role and responsibilities.			
	Sent Link	Sent Doc	Received read receipt:
People Policy.	<input type="checkbox"/>	<input type="checkbox"/>	
Diversity, Equality & Inclusion Policy.	<input type="checkbox"/>	<input type="checkbox"/>	
Employee and Business Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Life Cycle Process	<input type="checkbox"/>	<input type="checkbox"/>	
Sickness & Absence Procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Disciplinary & Grievance Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Drugs & Alcohol Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Company Car vehicle and Car Allowance Procedure.	<input type="checkbox"/>	<input type="checkbox"/>	
Travel & Subsistence Expenses Procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Whistle Blowing Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Working Time Directive Procedure (and for UK employees – 48 hours opt-out Form)	<input type="checkbox"/>	<input type="checkbox"/>	

3. Line Manager and HR Manager: SHEQ actions.

	Yes	N/A	Comments & action:
PPE – ordered (issued, recorded via Assure System)	<input type="checkbox"/>	<input type="checkbox"/>	
Workstation – arrange desk, chair, filing storage etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SHEQ LMS People Register - Set up as a new user (firstname.surname@beuparc.storyshareplatform.com)	<input type="checkbox"/>	<input type="checkbox"/>	
SHEQ Assure System – Add as a new starter. Inform SHEQ Team if a manager/ supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	
SHEQ Assure System – Assign training packages as per their job role.	<input type="checkbox"/>	<input type="checkbox"/>	
Site Level SHEQ Induction – to include a physical tour of site and work area.	<input type="checkbox"/>	<input type="checkbox"/>	
SHEQ – LMS Missions 1-4 completed. Covers reporting of HITS – accident and incidents.	<input type="checkbox"/>	<input type="checkbox"/>	
SHEQ - Group Induction completed.	<input type="checkbox"/>	<input type="checkbox"/>	
SHEQ - Completion of LMS assigned training.	<input type="checkbox"/>	<input type="checkbox"/>	

4. HR: Occupational Health

	Yes	N/A	Action:
Post Offer Medical Questionnaire – assessed and declared FIT for work.	<input type="checkbox"/>	<input type="checkbox"/>	Dated:
Declared disability and checks completed.	<input type="checkbox"/>	<input type="checkbox"/>	Dated:
Declaration of serious allergies. Inform first aiders as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	Details:
Declaration of medication. Include EpiPens, inhalers, insulin. Inform first aiders as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	Details:
Inoculations check completed. Refer to SHEQ for recommendations	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Request for medical reasonable adjustments. SHEQ/Line Manager to complete risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Drivers medical updated.	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Others, please state	<input type="checkbox"/>	<input type="checkbox"/>	

5. Line Manager: Finance Onboarding (Pre-start date) actions.

	Yes	N/A	Comments & action:
Company credit card request.	<input type="checkbox"/>	<input type="checkbox"/>	
Company fuel card request.	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile phone, SIM card, number, and charger.	<input type="checkbox"/>	<input type="checkbox"/>	

6. HR: IT New Starter Form submitted (SharePoint)*(Minimum 5 days before start date).*

To cover the following.	Yes	N/A	Action:
Business email address.	<input type="checkbox"/>	<input type="checkbox"/>	
Computer and screen (s) / laptop and charger.	<input type="checkbox"/>	<input type="checkbox"/>	
Completion of Display Screen Equip Form.	<input type="checkbox"/>	<input type="checkbox"/>	
Landline access and extension.	<input type="checkbox"/>	<input type="checkbox"/>	
User Awareness Training – arranged.	<input type="checkbox"/>	<input type="checkbox"/>	
Access Rights. i.e. SharePoint folders, Work Smarter & Big Change login.	<input type="checkbox"/>	<input type="checkbox"/>	
Other IT equipment i.e. house, headphone. Please state:	<input type="checkbox"/>	<input type="checkbox"/>	

7. HR: Induction actions and checks

	Yes	N/A	Comments & actions:
Human Resources local point of contact details.	<input type="checkbox"/>	<input type="checkbox"/>	
Issue if ID Card.	<input type="checkbox"/>	<input type="checkbox"/>	
Create profile on HR T&A system.	<input type="checkbox"/>	<input type="checkbox"/>	
Issue clock in/out (T&A) instructions & access.	<input type="checkbox"/>	<input type="checkbox"/>	
Absence notification instructions. Include: minimum time, manager, & contact numb	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Handbook and location of documents on BMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Expenses claims form, submission dates & to whom.	<input type="checkbox"/>	<input type="checkbox"/>	
IT equipment issued and IT induction received.	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile phone received and number communicated to IT.	<input type="checkbox"/>	<input type="checkbox"/>	
First Aider Qualification – Certification.	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:
Forklift truck Qualification - Certification.	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:
Professional membership details.	<input type="checkbox"/>	<input type="checkbox"/>	State:
Driver's licence details. Include: Car, LGV, HGV etc.	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:
Driver's declaration of non-driving unspent convictions, or summons (but not tried) in accordance with Rehabilitation Offenders Act.	<input type="checkbox"/>	<input type="checkbox"/>	Any declared offences must be shared with Group Insurance before continuing in driving role.
DVLA check completed for driver(s).	<input type="checkbox"/>	<input type="checkbox"/>	
Company Car Driver's insurance –to include business cover.	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:
Company Car users – Spouse/ nominated drivers' licence and insurance declaration checks completed.	<input type="checkbox"/>	<input type="checkbox"/>	Any declared offences must be shared with Group Insurance before continuing in driving role.
Access to HR LMS training.	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-bribery and corruption training as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Private email address: For payslip and internal communications.			

8. Line Manager: Induction actions and checks

	Yes	N/A	Action:
Arrangement of 'check in chats with line manager/ members of the team'.	<input type="checkbox"/>	<input type="checkbox"/>	
Internal communication of their appointment to relevant individuals and groups.	<input type="checkbox"/>	<input type="checkbox"/>	
Beauparc business ' Mission, & Values. Familiarisation of their site and business objectives.	<input type="checkbox"/>	<input type="checkbox"/>	
Introduction to the team and key individuals.	<input type="checkbox"/>	<input type="checkbox"/>	
Introduction of any buddies, trainers, or provision of additional support.	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Evacuation and Emergency procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
PPE issued and signed.	<input type="checkbox"/>	<input type="checkbox"/>	
Manual Handling Training.	<input type="checkbox"/>	<input type="checkbox"/>	
Site first aiders.	<input type="checkbox"/>	<input type="checkbox"/>	
General Housekeeping Rules, include waste recycling.	<input type="checkbox"/>	<input type="checkbox"/>	
Issue of tools & machinery to complete their job.	<input type="checkbox"/>	<input type="checkbox"/>	
Completion of Asset Register (tools and machinery).	<input type="checkbox"/>	<input type="checkbox"/>	
Issue of keys, access cards and codes etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Authorised smoking/ vaping areas explained.	<input type="checkbox"/>	<input type="checkbox"/>	
Car parking facilities & reverse parking explained.	<input type="checkbox"/>	<input type="checkbox"/>	
Welfare Arrangements. I.e. Drinks, food, toilets, showers, lockers etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Others, please specify.	<input type="checkbox"/>	<input type="checkbox"/>	