

New starters: an onboarding checklist



A free guide by HS Direct



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As a growing business, you might be in the recruitment process at the moment, or potentially taken on new staff already. And you might be wondering how you can make sure recruitment and taking new starters on is a pain-free process for everyone involved.

The key to smooth recruitment is in the onboarding process – the better the onboarding, the better a new starter will get used to their job role, understand how the company functions and feel part of the team sooner.

But it isn't just the employee who will benefit from a good onboarding process. It's useful for you as an employer, as it'll ensure better job performance, increase efficiency and improve employee engagement and retention – thus creating a happier, healthier workplace.

There are quite a few things you need to do before bringing someone onboard – so we've put together a comprehensive list of all things Health & Safety and HR so you can make sure nothing gets left out.



Health & Safety Checklist

- ✓ Have you created any new risk assessments if needed?
- ✓ Do they understand fire procedures?
- ✓ Has the new employee seen and signed all relevant risk assessments? For example...
 - Manual handling?
 - Working at height?
 - Display screen equipment?
 - COSHH assessments?
 - Using machinery?
- ✓ Have they completed all relevant Health & Safety training?
- ✓ Have you arranged a Health & Safety induction if needed?
- ✓ Do they need any further Health & Safety assessments?
- ✓ Have they seen your winter preparedness plan?
- ✓ Are they aware of your accident and incident reporting policies?



HR Checklist

- ✓ Has the new starter received a written statement of particulars (or employment contract) from day one of their employment?
- ✓ Have they signed and understood relevant HR policies?
- ✓ Have they received a copy of your company handbook?
- ✓ Have you got their important information? Address, next of kin, bank details?
- ✓ Have they completed mandatory training?
 - Do they understand your holiday and absence procedures?
 - Do they know how to submit holidays and absences?
 - Do they understand their holiday entitlement?
 - Do they know how to track their holidays and absences?
- ✓ Have you scheduled in regular check-ins?



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Not sure where to find good quality elearning courses for your business? Over at HS Direct, we've got over 60 courses, so there's definitely something for you.

Check out our [Health & Safety Induction course](#) or our [First Aid course](#) for a taste of what we could offer.

Or, if it's HR courses you're looking for, we've got everything under the sun including [GDPR](#), [Bribery Act 2010](#), [Stress](#) and [Data Security](#).

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Resources, resources, resources...

How are your risk assessments looking? What about COSHH? Or even your employment contracts and company handbook?

No matter what you need, one of HS Direct's 500 documents is going to be what you're looking for. [From blank risk assessment templates](#) to [industry-specific documents](#), [employment contract bundles](#) to [handbook templates](#), we're here to help you tick all your boxes.

Browse our full range [here](#)!

HS Direct are here for you.

We know that onboarding and recruitment can be a big deal, especially when you're trying to grow your business after months of change and uncertainty.

Our teams of Health & Safety and HR & Employment Law experts are by your side to help you stay on top of your responsibilities when it comes to new starters – and in turn, reduce staff turnover, increase productive and create a happier, healthier workplace.

If you'd like the backing of our expert team, just give us a call on **0161 826 5982** where we'll be happy to carry out a **free business needs assessment**, or visit our **contact page** and we'll get in touch at a time that suits you.