

NEW EMPLOYEE CHECKLIST



KEYSTONE
EXECUTIVE COACHING



INTRODUCTION

Hiring a new employee is often a costly and risky period for a small business. If it is your first employee, it is essential to get it right.

Your employees will carry your brand, deal with your customers and deliver your results. If they are not a good fit for your business the result can be catastrophic.

It is for this reason that we have put together our new employee checklist which makes what can be a stressful period of essential business growth a seamless and structured process, giving you more time to work on your business and still draw an income.

Aidan Parsons

Keystone Executive Coaching



EMPLOYEE & POSITION INFORMATION

Personal Details

- First Name
- Surname
- Email Address
- Mobile Number
- Address

Position Details

- Position Department
- Hiring Manager

Employment Details

- Employment Type
- Employment Status
- Start Date
- Base Salary
- Commission
- Superannuation Rate
- Total Remuneration

Contract Specific

- Driver's License Check
- Passport Check
- Probation Period
- Termination Notice Period
- Medical Check
- Credit Check

Work Rights Status

- Eligibility Check
- Super Choice/KiwiSaver Details



CREATING & SENDING THE JOB OFFER

Job Related

- Employment Contract
- Employee Handbook
- Office Details
- Company Overview

Policies and procedures

- Email Use
- Internet Use
- Social Media Use Policy
- Alcohol Consumption at Company Events
- Attendance
- Charitable Donations
- Code of Conduct
- Computer and Network Use
- Confidential Information - Classification and Handling
- Conflict of Interest
- Conflict Resolution and Communication
- Dating Co-workers
- Dress Code
- Drug and Alcohol Free Workplace
- Effective Email Communications
- External Company Communications
- Gifts and Gratuities
- Gifts and Lunches for Employees
- Intellectual Property
- Legal Inquiries or Actions
- Non-Disclosure Agreement - Between Companies
- Non-Disclosure Agreement - Visitors
- Off-Duty Conduct
- Outside Employment or Appointments
- Personal Activities during Working Hours
- Privacy of Personal Information
- Solicitation on Company Premises
- Use of Portable Electronic Devices
- Weekly Status Reports



PREPARING FOR THE NEW EMPLOYEE

Organisation

- Announcement email
- Team introductions scheduled

Payroll

- Payment details added to system

IT

- Computer setup
- Phone setup
- Software setup
- Peripherals setup (headset, USB WiFi)
- Logins setup
- Email Address setup

Provisioning Team

- Desk allocated
- Phone setup
- Contract Signed & Returned Policies Signed & Returned
- Offer returned and signed

[BOOK YOUR STRATEGY SESSION HERE](http://www.keystoneexecutivecoaching.com/book-a-free-strategy-session/)

<http://www.keystoneexecutivecoaching.com/book-a-free-strategy-session/>