



DAY	AREA	ACTION	RESPONSIBILITY	✓
-7	Compliance	Prepare and send employment contracts	HR	
-7	Culture	Set 'first Friday' drinks for new employee and their team	Line Manager	
-7	Logistics	Check for any special access requirements	HR	
-7	Logistics	Send the new starter directions and instructions for their first day	HR	
-3	Culture	Book someone to take the new employee for lunch on their first day	Line Manager	
-3	Management	Set new hire's orientation date	HR	
-3	Culture	Set up new starter meeting with the CEO	Hiring Manager	

DAY	AREA	ACTION	RESPONSIBILITY	✓
-1	Logistics	Set up desk and welcome kit	Facilities	
-1	Logistics	Open company email account & send usage instructions	IT	
-1	Logistics	Open accounts for other company systems & send usage instructions	IT & Hiring Manager	
-1	Management	Send new hire intro email to the department/company saying they're starting tomorrow	Hiring Manager	
-1	Logistics	Add employee's name to any group lists, distribution lists, phone lists and websites	HR	
-1	Logistics	Set up the new starter's phone and email them with the number	Facilities	
-1	Logistics	Add the new employee to the company holiday calendar, and email them with details of when they can start using their allocated time off	HR	