

Free Employee Onboarding Checklist

New starter documents, Right to Work, induction and manager sign-off

Employee: Amelia Carter Role: Supervisor Start date: 20 Jul 2026

Stage	Task	Owner	Due	Status	Notes
Pre-start	Contract issued	HR	Before start	Done	-
Pre-start	Right to Work check	HR	Before start	Done	Passport verified
Pre-start	Identity verification	HR	Before start	Done	-
Pre-start	Payroll information	HR	Before start	Pending	Awaiting NI number
Pre-start	Emergency contacts	HR	Before start	Pending	-
Pre-start	Equipment allocation	Manager	Before start	Outstanding	Uniform and keys
Day 1	IT account setup	IT	Day 1	Outstanding	-
Day 1	Company policies issued	HR	Day 1	Outstanding	-

How to use

1. Add employee 2. Complete pre-start 3. Track induction 4. Sign off

Tip: finish Right to Work before the start date.

Deliver a better onboarding experience

Digitise documents, Right to Work and induction with Alphanomic.

alphanomic.com/features/staff-onboarding