



# Petal & Paper

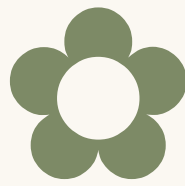
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## New employee induction checklist



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N E W   S T A R T E R

# induction checklist

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**New starter** · \_\_\_\_\_ Role: \_\_\_\_ Start date: \_\_\_\_

**Before day 1** · Laptop ready: ☐ Access granted: ☐ Desk set up: ☐  
Team notified: ☐

**Day 1 morning** · Welcome from manager: ☐ Team introductions:  
☐ Building tour: ☐

**Day 1 afternoon** · IT setup: ☐ Key documents shared: ☐ First  
task explained: ☐

**Week 1** · Buddy assigned: ☐ 30-day goals set: ☐ Diary review: ☐

**30-day check-in** · Date: \_\_\_\_ How it's going: \_\_\_\_ Support  
needed: \_\_\_\_

**90-day review** · Date: \_\_\_\_ Progress vs goals: ☐ Next phase: \_\_\_\_

A   G   R   E   A   T   I   N   D   U   C   T   I   O   N   C   R   E   A   T   E   S   L   O   Y   A   L   T   Y  
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