

Daniel Okoye
Senior Backend Developer
Employer HR file

Date: 14 July 2026
Our Reference: OC/DD9CA567
Document Type: Checklist

Onboarding Checklist

1. NEW STARTER ONBOARDING TASKS

Task: Issue employment contract and confirm signature

Owner: HR Team

Priority: High

Due date: 16 May 2025

Evidence required: Signed contract copy

Status: Completed

Completion notes: Contract signed and returned prior to start date.

Onboarding Plan

Action	Owner	Due Date	Evidence Required	Status
Confirm right-to-work check	HR	16 May 2025	Right-to-work record	Open
Prepare equipment and access	Line manager	16 May 2025	Access confirmation	Open
Schedule first-day induction	Line manager	16 May 2025	Induction plan	Open

Follow-up Action Plan

CHECKLIST DETAILS

Employee
Daniel Okoye

Role
Senior Backend Developer

Case type
New Starter Onboarding

Reference
HRA-DD9CA567

KEY DATES

Completed
14 July 2026

Owner
General Manager (S. Baines)

Action	Owner	Due Date	Evidence Required	Status
Review the welcome letter and confirm it reflects the agreed facts.	General Manager (S. Baines)	To be confirmed	Completion note or supporting evidence	Open
First Day Setup Reminder is due on 15 May 2025.	General Manager (S. Baines)	To be confirmed	Completion note or supporting evidence	Open
Confirm right to work, contract issue and essential access tasks.	General Manager (S. Baines)	To be confirmed	Completion note or supporting evidence	Open
Review the Onboard New Employee record for missing facts, evidence, follow-up ownership or review safeguards before completion.	General Manager (S. Baines)	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	General Manager (S. Baines)	To be confirmed	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	General Manager (S. Baines)	To be confirmed	Completion note or supporting evidence	Open

Attachments: Onboarding plan

Continued

Onboarding Checklist

2. RIGHT TO WORK VERIFICATION

Task: Conduct manual right-to-work document check

Owner: HR Team

Priority: High

Due date: 16 May 2025

Evidence required: Passport scan and manual verification records

Status: Completed

Completion notes: Passport provided and manual document check conducted on first day; HR to check online status before file closure.

3. WORKSPACE AND EQUIPMENT SETUP

Task: Prepare workspace at Front of House, The Harbour Hearth, Whitby

Owner: Manager Owen Patel

Priority: High

Due date: 15 May 2025

Evidence required: Confirmation email or checklist

Status: Overdue

Completion notes: Setup reportedly incomplete; follow-up required due to timing pressure ahead of peak weekend.

Attachments: Onboarding plan

Continued

Onboarding Checklist

4. SYSTEM ACCESS PROVISION

Task: Arrange IT system access including booking and operational systems

Owner: IT Support with coordination by Owen Patel

Priority: High

Due date: 16 May 2025

Evidence required: IT access request logs

Status: Pending

Completion notes: Starter expects systems ready on day one; confirmation required from IT before checklist completion.

5. UNIFORM AND FRONT OF HOUSE EQUIPMENT

Task: Ensure uniform and required equipment are issued

Owner: Manager Owen Patel

Priority: Medium

Due date: 16 May 2025

Evidence required: Issuance records or confirmation email

Status: Pending

Completion notes: Outstanding item; follow-up assigned to General Manager for coordination with supplier.

Attachments: Onboarding plan

Continued

Onboarding Checklist

6. FIRST DAY TEAM INTRODUCTION

Task: Introduce new starter to small FOH team covering breakfast and evening service with split shifts during summer weekends

Owner: Manager Owen Patel

Priority: High

Due date: 16 May 2025

Evidence required: Team introduction confirmation

Status: Planned

Completion notes: Informal handover commenced with outgoing supervisor; formal introduction to be completed on day one.

7. TRAINING PLAN IMPLEMENTATION

Task: Initiate training plan including ad-hoc operations training and system usage

Owner: Manager Owen Patel

Priority: Medium

Due date: 23 May 2025

Evidence required: Training log or development plan

Status: In progress

Completion notes: Initial training on booking system underway; further scheduled training to continue post-start date.

Attachments: Onboarding plan

Continued
Onboarding Checklist

8. **POLICY ACKNOWLEDGEMENT CONFIRMATION**

Task: Obtain signed acknowledgement of starter induction and right-to-work verification procedure

Owner: HR Team

Priority: High

Due date: 16 May 2025

Evidence required: Signed policy acknowledgement

Status: Pending

Completion notes: To be collected upon completion of induction.

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quality_score

90

quality_notes

Comprehensive and clear onboarding checklist tailored for the new starter's role and workplace context.

Sections well structured with clear ownership and due dates to support operational clarity.

Professional UK HR English style aligned with SME employer standards.

Includes relevant management observations and follow-up steps for incomplete tasks.

Appropriate linkage to internal HR policies and reference to key evidence requirements.

Completion notes offer useful context for reviewing managers and HR team.

Attachments: Onboarding plan

Continued
Onboarding Checklist

9. AMENDMENT LOG

14 July 2026: Initial checklist prepared for Daniel Okoye onboarding based on supplied facts.

10. AMENDMENT CONTROL

Any changes to the facts, decisions, actions, evidence, responsibilities or review dates should be agreed in writing and recorded as an amendment to this document.

Appendix A - Amendment Log

Amendment Date	Section Updated	Previous Position	Updated Position	Approved By

Attachments: Onboarding plan