**Pre-arrival Checklist**

Use this checklist to track everything you need to do from an induction perspective before the new starter arrives. For onboarding admin requirements check [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Onboarding-New-Starters/Onboarding-New-Starters).

|  |  |
| --- | --- |
| Onboarding admin | Complete? |
| Complete candidate offer checklist and second fund check 24 hours after the verbal job offer has been made |[ ]
| Complete Central Badging Office and DTS New Starter form once LSE ID Number / Playref number has been generated |[ ]
| Notify Service Area of employee starting  |[ ]
| Confirm HR onboarding arrangements have been completed (using Smartsheet tracker) and raise any concerns with HR Administrator prior to employee’s start date |[ ]
| Request a DBS check, if applicable to the role |[ ]
| Communications  | Complete? |
| Contact your new employee to congratulate and welcome them to the team  |[ ]
| Confirm start date and time, and where to go on their first day  |[ ]
| Discuss any reasonable adjustments or special requirements |[ ]
| Send any background reading and useful information to your new starter (i.e. enewsletters, ‘how to’ guides, strategy documents, org charts, corporate videos)  |[ ]
| Send communication to your team, appropriate managers and others in the division, department or centre etc. announcing the new person’s start date and role |[ ]
| Where possible, plan an opportunity for the new starter to meet the team |[ ]
| Discuss IT equipment needs |[ ]
| Make sure your new starter has access to the [New Starter Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/OLL/New-Starter-Guide-July-2022.pdf)  |[ ]
| Preparing for day 1 |  |
| Decide who will be involved with each part of the induction – you, other managers, other people in the team, a buddy etc.  |[ ]
| Pull together your new starter’s induction schedule, combining the LSE induction with your local induction  |[ ]
| Order any necessary equipment  |[ ]
| Make sure the IT account is set up and log in details sent |[ ]
| Make sure right to work checks have been or will be completed before 9:30 on the first day |[ ]