Onboarding checklist

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New starter		Start date	
Role		Manager	
Site		Buddy	

White cells: type here. Tinted cells: calculate themselves. Pink: overdue or expired. Yellow: due soon.

Complete	Done	Overdue	Due soon
0%	0 / 23	0	0

#	Task	Owner	When	Due date	Done on	Status	Notes
Before day one							0 / 6 done
1	Contract sent and signed, start date and first shift agreed	HR	Day -14				
2	Right to work check done (before they start)	HR	Day -10				gov.uk/check-job-applicant-right-to-work
3	Bank details, starter checklist or P45, emergency contact collected	HR	Day -7				
4	Welcome message: first shift, where to go, who to ask for, what to wear	Manager	Day -5				
5	App account, rota access, uniform and locker ready	Manager	Day -3				
6	Buddy picked and rota'd on the same first shifts	Manager	Day -3				
Day one							0 / 6 done
7	Principal written statement of employment given (day one at the latest)	HR	Day 1				gov.uk/employment-contracts-and-conditions
8	Welcome, team intro and site tour: exits, first aid, staff area	Manager	Day 1				
9	Health and safety induction: fire, accidents, manual handling, chemicals	Manager	Day 1				
10	Food safety and allergen basics before handling food	Manager	Day 1				
11	Rota, swaps, clocking in and who to call when sick	Buddy	Day 1				
12	First shift with the buddy, five-minute check-in at the end	Buddy	Day 1				
Week one							0 / 5 done
13	Till, payments and opening and closing routine	Supervisor	Day 3				
14	Menu and drinks knowledge, with a quiz	New starter	Day 5				
15	Shadow two or three shifts, busy and quiet	Buddy	Day 5				
16	Food hygiene and allergen awareness courses done	New starter	Day 7				
17	End-of-week check-in: what is clear, what is not	Manager	Day 7				
First 90 days							0 / 6 done
18	First solo shift on a small section	Manager	Day 14				
19	Workplace pension assessed, enrolled if eligible	HR	Day 14				gov.uk/workplace-pensions-employers
20	Day 30 check-in: training complete, role skills signed off	Manager	Day 30				
21	Day 60: feedback both ways, next skill picked	Manager	Day 60				
22	Day 90 review: confirmed in role, goals for the next three months	Manager	Day 90				
23	Ask the starter what to fix in onboarding for the next one	HR	Day 90				

Day 1 is the start date. Negative days are before it. The legal notes are UK; check gov.uk for your case. A planning aid, not legal advice.