

TEMPLATE!!!					
<input checked="" type="checkbox"/>	AREA	TASK	RESPONSIBLE	DEADLINE	NOTES
	PRE-TASKS				
<input type="checkbox"/>	PRACTICALITIES	Sort contract (freelance or PAYE)	Relevant worker		
<input type="checkbox"/>		Agree job description	Relevant worker		
<input type="checkbox"/>		Sort a welcome card etc.	Buddy		If PAYE: post with computer equipment/stationery/treats etc.
<input type="checkbox"/>		Organise a social	Buddy		
<input type="checkbox"/>	HR & WORKPLAN	Develop a workplan	Relevant worker		
<input type="checkbox"/>		- Induction workplan for first X weeks/month in role	Relevant worker		
<input type="checkbox"/>		- Include a discrete list of activities to come back to	Relevant worker		
<input type="checkbox"/>		- Send to core team for review & input	Relevant worker		
<input type="checkbox"/>		Integrate with meeting cycle	Relevant worker		
<input type="checkbox"/>		Agree Staff buddy pairing	Core team		
<input type="checkbox"/>		Setup payroll & banking access	Relevant worker		
<input type="checkbox"/>	TECH & RESOURCES	Set up Google Workspace account	Relevant worker		
<input type="checkbox"/>		- Setup Drive & share Google Drive folders	Relevant worker		
<input type="checkbox"/>		- Add to Google Chat spaces	Relevant worker		
<input type="checkbox"/>		- Share Calendars & check (including 'Meetings & Reminders' calendar)	Relevant worker		
<input type="checkbox"/>		- Set up default Google Doc formatting >	Relevant worker		#link
<input type="checkbox"/>		- Change mail settings & add signature	Relevant worker		
<input type="checkbox"/>		- Update team@ group with newest member email	Relevant worker		
<input type="checkbox"/>		- Add their birthday to the RadHR calendar	Relevant worker		
<input type="checkbox"/>		Add Quickfile/Payroll/Pension accounts	Relevant worker		
<input type="checkbox"/>	READING LIST	Update reading list	Relevant worker		#link
	FIRST DAY				
<input type="checkbox"/>	WELCOME	Send Intro email, inc. Reading List / Key dates / Working hours etc.	Buddy		Template #link
<input type="checkbox"/>		Meet the team: some kind of welcome call/celebration/shared lunch	Buddy		
<input type="checkbox"/>		Buddy check-in: Overview & distil core needs, intro to buddy system!	Buddy		
<input type="checkbox"/>		Tech & systems intro: email, calendar, Drive, Chat...	Relevant worker		
	FIRST 3 WEEKS				
<input type="checkbox"/>	TECH	Logins & Accounts: Support new starter to find their way around these!	Relevant worker		
<input type="checkbox"/>	TEAM	1:1 with Team Member 1	Member 1		date/time tbc
<input type="checkbox"/>		1:1 with Team Member 2	Member 2		date/time tbc
<input type="checkbox"/>		1:1 with Team Member #	Member #		date/time tbc
<input type="checkbox"/>	WORKPLAN & SUPPORT	Buddie meets: agreed frequency	Relevant worker		
<input type="checkbox"/>	INTERNAL WORK	Structure: Overview, systems & ways of working, culture, trouble-shooting	Relevant worker		
<input type="checkbox"/>		Policies: Overview of internal policies, signed-off & in-development	Relevant worker		
<input type="checkbox"/>		Fundraising: Overview	Relevant worker		
	FIRST 8 WEEKS				
<input type="checkbox"/>	WORKPLAN & SUPPORT	Buddie meets	Buddy		
<input type="checkbox"/>		Induction oversight, updating, chasing tasks	Relevant worker		

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<input checked="" type="checkbox"/>	AREA	TASK	RESPONSIBLE	DEADLINE	NOTES
<input type="checkbox"/>		Workplan: Co-develop longer-term workplan with new worker	Relevant worker		
<input type="checkbox"/>	EXTERNAL WORK	Work Overview: Roles/Areas, Strategy & Workplan intros	Relevant worker		
<input type="checkbox"/>		Work-specific 121 with Team Member 1	Member 1		
<input type="checkbox"/>		Work-specific 121 with Team Member 2	Member 2		
<input type="checkbox"/>		Work-specific 121 with Team Member #	Member #		
<input type="checkbox"/>		Comms: Newsletter & Social Media etc.	Relevant worker		
<input type="checkbox"/>	COMMS	Ask for their bio & photo	Relevant worker		
<input type="checkbox"/>		Add bio & photo to website	Relevant worker		
<input type="checkbox"/>		Add website user & give permissions	Relevant worker		
<input type="checkbox"/>		Add to forum & make moderator	Relevant worker		
<input type="checkbox"/>		Introduce to funders (as appropriate)	Relevant workers		
<input type="checkbox"/>		Introduce to partners (as appropriate)	Relevant workers		
	LATER				
<input type="checkbox"/>		Mid-Provisional check-in (3 months)	Relevant worker		
<input type="checkbox"/>		Provisional review (6 months)	Relevant worker		