

Hiring — Offer & Pre-Start Checklist

Make the offer clean, set expectations early, and avoid Day-1 chaos.

Offer details (fill in)

Item	Detail
Role title	
Start date	
Hours / roster	
Pay rate / salary	
Probation / trial period (if used)	
Location / travel requirements	
Tools/PPE provided	

Pre-start checklist (tick when done)

- Employment agreement prepared and sent
- IRD tax code / bank details collected
- KiwiSaver form (if applicable)
- Emergency contact details collected
- PPE / uniform organised
- Site access / keys / swipe card (if needed)
- Phone / email / system access created (if needed)
- First-week schedule confirmed and sent
- Assigned a buddy/mentor (if relevant)
- Booked Day-1 induction + safety briefing

Expectations to confirm (simple and clear)

- Start time and what 'on time' means
- Communication expectations (who to call/text if late or sick)

- Quality standards (do it right, tidy finish)
- Safety standards (stop and ask if unsure)