

New hire paperwork checklist for HR managers



Prepare now save time later

Compliance isn't the most exciting part of onboarding. Especially not for HR. The key is to simplify and automate the process and delivery of these documents wherever you can.

This will take work in the short-term, but will save you valuable time and resources in the future.

Here we've outlined the key pieces of paperwork you need to send your new hire.

Remember, this isn't an exhaustive list. Check your local employment regulations to ensure you're covering all your legal bases. We've even left you some room to add some of your own.

Essential forms

- Wage tax deduction form
- Pension fund registration form
- Employee payroll form
- Employee details & emergency contact form

Employee benefits

- Standard leave and holiday policy
- Sick leave policy
- Health insurance policy
- Employee wellness perks
- Disability & mental health policies
- Company vehicle policy
- Tuition reimbursement scheme
- Mobile phone policy and plans

Industry-specific forms

- Non-compete agreement
- Non-disclosure agreement
- Drug & alcohol testing consent form
- Loaned equipment agreement
- Tech selection form
- Uniform size and order chart

Extras

- Company social media policy
- Dietary requirements & allergies form
- Intellectual property agreement
- _____
- _____
- _____