

New tradesperson onboarding checklist

ONBOARDING CHECKLIST TEMPLATE

Employee _____ Role _____ Start date _____

Buddy or manager _____

Onboarding From the signed offer to working alone

TASK	DUE	DATE	INITIALS
Before day 1			
☐ Check their trade licence, tickets and driving licence, as the role requires	Before day 1		
☐ Complete the contract, tax and pay details, and any apprenticeship paperwork	Before day 1		
☐ Order their uniform, protective equipment and phone	Before day 1		
Day 1			
☐ Introduce them to the team, their supervisor and who they'll ride with	Day 1		
☐ Hand over the vehicle and tool kit, and walk through the weekly check	Day 1		
☐ Do the general safety induction, including how to report an incident	Day 1		
Week 1			
☐ Show how jobs are booked, quoted and recorded in the job software	Week 1		
☐ Explain the job completion checklist and the customer walkthrough	Week 1		
☐ Explain how to handle customers, keys, pets and property respectfully	Week 1		
Supervised jobs			
☐ Shadow an experienced tradesperson on each common job type	Weeks 2 to 6		
☐ Do each job type under supervision, with the supervisor checking the work	Weeks 2 to 6		
☐ Sign them off on each job type they can do alone, and record it Keep a list of signed-off job types, so bookings only send them to work they can do.	Weeks 2 to 6		
End of probation			
☐ Review their work, call-backs and customer feedback with them	End of probation		
☐ Agree the next job types to train on, and any courses or tickets	End of probation		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____