



# New Hire Checklist

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position Applied: \_\_\_\_\_

Task	Responsible	Completed (✓)
Signed Offer Letter & Contract received	HR / Manager	<input type="checkbox"/>
CPR & First Aid Certificate verified	Manager	<input type="checkbox"/>
WWCC / Insurance validated	Manager	<input type="checkbox"/>
Bank & Tax File details collected	HR / Franchise Owner	<input type="checkbox"/>
Uniform issued	Manager	<input type="checkbox"/>
GymMaster account created	Admin	<input type="checkbox"/>
Email & Trello access provided	Manager	<input type="checkbox"/>
Induction & Facility Tour completed	Manager	<input type="checkbox"/>
Health & Safety briefing completed	Manager	<input type="checkbox"/>
Shadowing Schedule confirmed	Manager	<input type="checkbox"/>
30-Day Review date scheduled	HR / Manager	<input type="checkbox"/>

Manager / Franchise Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_