



New Hire Audit Checklist

The audit checks how the department handles new hires, if all processes follow necessary compliance, and are done in a timely manner.

Date: 3rd of January 2025

Department: Finance

Auditor Name: Sunna Arnardottir

I. General information

Handling of sensitive material	
Information of new hires received by HR in a timely manner.	
New hires' application material sent through secure channels.	
New hires' personal information collected through secure channels.	

II. Necessary material for all new hires

Accessibility of materials regarding new hires	
Job descriptions for all titles updated and accessible to all managers.	
General information and workplace rules about each job location updated and accessible.	
Buddy system in place in all departments for information not accessible in printed form.	

III. New employee integration into HR matters

Access to systems	
Training in how to access and use employee's HRIS pages.	
Training in how to use and operate the time management system.	
Training in how to read and understand payslips and other payroll related matters.	

IV. Integration into the workplace

Workstation	
Manager has access to necessary furniture for new employee.	
Manager has access to accommodating features if necessary.	
IT provides necessary hardware setup for the employee's position before first workday.	
Introduction	
Welcome email is sent in the morning, prior to the new employee's arrival.	
Fixed introductory routine in place for manager/buddy.	
New employee training completed on first day.	

Comments/Notes:

Audit completed on: _____

Auditor signature: _____