For use when contacting new employees following offer:

|  |
| --- |
| **Keep in Touch Checklist (Recruiting Manager)** |
| **New Employee Name:** |  |
| **Phone number:**Confirm contact details |  |
| **Email address:** |  |
| **Offer introduction visit:**Do they want to visit ward/dept |  |
| **Check with progress with pre-employment checks:**Have they booked they’re ID appointment with Resourcing, made contact with Occ Health | * ID Check Appointment
* DBS
* Occ Health
* References
 |
| **Have they passed all University requirements:**For NQN’s/Students |  |
| **Invite to any department/ward meetings & social events:** |  |
| **Offer to send Trust Newsletter:** |  |
| **Arrange uniform:** |  |
| **Ask about pre-booked holidays and any roster requests:** |  |
| **Offer a buddy/colleague:** |  |
| **Arrange next call:** |  |