For use when contacting new employees following offer:

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| **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:** |  |