

# Onboarding checklist

Everything that must be ready before the first day

Print this sheet and keep it to hand in the days before she starts. If anything is left unticked, write to us before the start date and we will sort it out with you.

## BEFORE THE FIRST DAY

- ☐ Employment contract drafted, signed by both parties, copy handed over
- ☐ Social Security registration completed (before the activity begins)
- ☐ Salary, schedule and duties communicated and accepted in writing
- ☐ Risk assessment completed at prevencion10.es
- ☐ Preventive measures plan and information document generated
- ☐ Preventive training: eFundae certificate requested, or training started
- ☐ Protective equipment purchased and ready to hand over, if applicable
- ☐ Preventive information and equipment record ready to sign (Annex A)
- ☐ Keys prepared and handover document ready, if applicable (Annex B)
- ☐ Confidentiality undertaking prepared (Annex C)
- ☐ House rules and emergency contacts filled in (Annex D)
- ☐ Bedroom prepared, with its own key and decent conditions (if live-in)
- ☐ Cleaning products and materials available
- ☐ Routines, schedules and how the home works ready to explain

Each point is explained in detail in the **Household Staff Hiring Dossier** we sent you. Any questions: WhatsApp +34 686 08 50 14.