New employee equipment checklist

Here are some common things you should consider getting ready before your new employee starts work.

	Equipment list
	Business cards
	Uniform
	Desk, chair and workstation
	Safety equipment
	Keys, security pass and alarm codes
	Computer, hardware and software
	Phone
	Tools, toolbox and tool belt
	Stationery
	Vehicle
	Email access
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For more information, see business.govt.nz's Hiring and managing people section.

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