

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	HR	-14 days
☐ Registration with social insurance & health insurer	HR	-7 days
☐ Order uniform / workwear (ask for sizes)	Store manager	-10 days
☐ Prepare locker, keys & access code	Store manager	-2 days
☐ Set up the staff discount card	HR	-2 days
☐ Tell the team about the new starter	Store manager	-1 day

Week 1

Task	Owner	Deadline
☐ Store tour & team introductions	Store manager	Day 1
☐ Till / POS system training	Shift lead	+1 day
☐ Product knowledge: current collection, brands, fabrics	Buddy	+2 days
☐ Mandatory training: hygiene, fire safety, theft prevention	Store manager	+3 days
☐ Fitting room process & hygiene standards	Buddy	+3 days
☐ Visual merchandising basics	Buddy	+4 days
☐ First shift on the shop floor with a buddy	Shift lead	+5 days

Month 1

Task	Owner	Deadline
☐ Sales training: advice, cross-selling & upselling	Store manager	+14 days
☐ Complaints and exchange process	Shift lead	+20 days
☐ Run the till independently	Shift lead	+25 days
☐ Learn the stocktaking process	Store manager	+28 days
☐ Feedback meeting after 30 days	Store manager	+30 days

Month 3

Task	Owner	Deadline
☐ Season change: re-merchandising, range change	Store manager	+60 days
☐ Lead a shift independently (if planned)	Store manager	+75 days
☐ End-of-probation review	Store manager	+89 days