

Pre-Employment Kit List

Hardware	
	Computer or laptop, with necessary software installed
	Monitor (or multiple monitors to enhance productivity and facilitate multitasking) if needed
	Ergonomic keyboard and mouse for comfortable and efficient use
	Access to printing, scanning, and copying facilities for document handling and processing
	Comfortable noise-cancelling headphones with a microphone
	Company mobile phone if available
Furniture	
	Workstation for a functional workspace
	Ergonomic chair for comfort
	Telephone or access to a VoIP system
Software	
	Necessary software applications and licenses, such as Microsoft Office suite, cloud storage and specialised industry software
	Internet connection (at home if home-based) and passwords
	Access to HR and payroll/pension software
Office Supplies	
	Basic stationary supplies such as pens, notebooks, paper, and folders
	Desk side drawers and filing cabinets
	Security equipment such as access cards, key fobs, or biometric scanners if in use
	Branded or personalised items such as company stationery, business cards, or company-branded merchandise if available
Documents and Manuals	
	Bring Your Own Device (BYOD) policy for personal mobiles
	A copy of the employee handbook outlining company policies, procedures, and expectations
	Training manuals, guides, or materials required for onboarding and job training