[Insert organisation name/logo]

# EMPLOYEE INDUCTION AND ORIENTATION CHECKLIST

The following checklist has been designed for use with new staff members.

It is the responsibility of the supervisor to ensure the induction can take place, including arranging the necessary resources and organising meetings.

It is the responsibility of the new staff member to complete the checklist and return to the supervisor one month after the start of employment. The supervisor will be available to support the new employee to complete the checklist and answer any questions.

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| **Employee’s name** |  |
| **Position** |  |
| **Start date** |  |

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| **Prior to start date – to be completed by supervisor and/or administration staff** | |
| **X when completed** | **Item** |
|  | Staff member is advised of location of premises, date and time of commencement |
|  | Desk phone purchased and set up - with number allocated |
|  | Desktop computer purchased and set up (including access to relevant drives) |
|  | Login and email account set up |
|  | Access to shared drives and databases |
|  | Access to branded templates and fonts |
|  | Building access keys arranged |
|  | Ergonomic workstation established |
|  | Employee contract and bank details sent to HR/Accounts department |
|  | Basic stationary supplies ordered |
|  | Employee Induction Pack prepared (see below for more details) |
|  | Business cards ordered |
|  | Name added to internal contact list |
|  | Car and car space (if applicable) |
|  | Laptop purchased and set up (if applicable) |
|  | Mobile phone purchased (if applicable) |
|  | Meetings arranged with relevant staff for first week |
|  | **[insert other item]** |

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| **First day – to be completed by administration staff or supervisor** | |
| **Yes/No** | **Item** |
|  | Greeted at door by supervisor |
|  | Tour of premises and keys provided (key register signed) |
|  | Instruction on entry and exit, including lights, alarm system, parking and evacuation process |
|  | How to use equipment (scanner/printer) |
|  | Communications systems (phone, email, incoming fax, outlook calendar & sharing and computer file system) |
|  | Location of policies and procedures |
|  | Internal and emergency contact numbers |
|  | WHS Induction (including location of first aid box, exists, emergency management plan, reporting WHS icnidents and hazards, motor vehicle use) |
|  | **[insert other item]** |

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| **Employee induction pack: to be completed by administration staff or supervisor** | |
| **Yes/No** | **Item** |
|  | Employee contract |
|  | Position description |
|  | Code of Conduct |
|  | Employee details |
|  | Employee bank account details |
|  | Tax File Number declaration |
|  | Superannuation form |
|  | Salary Sacrifice agreement and associated information (if applicable) |
|  | Fair Work information statement and the National Employment Standards fact sheet |
|  | Functions and delegations matrix |
|  | Organisational chart |
|  | Ergonomic office guidelines |
|  | How to apply for leave |
|  | WFH framework, agreement and checklist |
|  | Language matters resource |
|  | Latest Annual Report |
|  | Strategic Plan and other associated plans |
|  | Organisation Constitution |
|  | Other relevant publications |
|  | **[Insert other item]** |

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| **First Week - to be completed by administration staff or supervisor** | |
| **Yes/No** | **Item** |
|  | Informed of **x** month probationary period |
|  | Performance and development review process explained |
|  | Work hours, leave and holidays |
|  | Benefits explained |
|  | Pay periods explained |
|  | Payroll deductions and salary sacrifice options explained (if applicable) |
|  | Legal obligations (WHS, discrimination, sexual harassment, privacy, code of conduct) |
|  | Meeting with CEO/Manager (vision, governance and management structures, etc.) |
|  | Meeting with staff to discuss current projects/programs/services |
|  | Role and responsibilities (including their involvement in internal processes, communication activities, meeting attendance, reporting requirements) |
|  | Introduction to the organisation’s financial or business plan |
|  | Provided access to all relevant policies |
|  | **[Insert other item]** |

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| **First x months (probationary period) - to be completed by administration staff or supervisor** | |
| **Yes/No** | **Item** |
|  | Workplan developed in collaboration with staff member |
|  | Monthly meetings with supervisor established |
|  | Introduced to **[insert organisation name]** CEO/ chairperson (if applicable) |
|  | Communication to stakeholders about new staff member and their role |
|  | Procedure for booking carpool vehicle, meeting rooms and shared equipment |
|  | Process for ordering stationary |
|  | Process for claiming petty cash and other expenses |
|  | Website and database training (if applicable) |
|  | **[Insert other item]** |

Add table of essential training, if not completed in the last two years:

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| SBS CALD (1 hour eLearning) |  |
| ACAT (1 day) |  |
| PIH+W online LGBTQ Introduction training (1 hour) |  |
| SBS Workplace Discrimination, Harassment & Bullying (1 hr eLearning) |  |
| Introduction to AOD (Insight) |  |

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| **Induction and orientation feedback** | |
| **Induction and orientation feedback form completed** |  |
| **Employee comments** | |
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This is to certify that the above items have taken place or were discussed with supervisor.

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| **Employee** | | | | |
| **Name** |  | | | |
| **Signature** |  | | **Date** |  |
| **Supervisor** | | | | |
| **Name** |  | | | |
| **Signature** |  | **Date** | |  |