



ONBOARDING CHECKLIST

Documents To Provide:

Tip - Discuss the documents with the employee to ensure they understand them

- | | |
|---|---|
| <input type="checkbox"/> Letter of Offer | <input type="checkbox"/> Company Policies |
| <input type="checkbox"/> Job Description | <input type="checkbox"/> Company Goals |
| <input type="checkbox"/> Fair work Statement | <input type="checkbox"/> Presentation Expectations Code |
| <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Performance KPI's |
| <input type="checkbox"/> Pay cycle & Leave Entitlements | <input type="checkbox"/> Break Entitlements inc. Smoking Policy |
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Documents To Complete:

Tip - Discuss the documents with the employee to ensure they understand them and the employee returns to the employer before their start date.

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|--|---|
| <input type="checkbox"/> Payroll Details | <input type="checkbox"/> Emergency Contacts |
| <input type="checkbox"/> Tax Declaration | <input type="checkbox"/> Privacy and Consent Form |
| <input type="checkbox"/> Super Fund Form | <input type="checkbox"/> Presentation Expectations Code |
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Workplace Health and Safety:

Tip - Discuss the documents with the employee to ensure they understand them

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|--|---|
| <input type="checkbox"/> First Aid Officers & Fire Wardens | <input type="checkbox"/> Emergency Procedures & Muster Area |
| <input type="checkbox"/> First Aid Location | <input type="checkbox"/> Incident Reporting |
| <input type="checkbox"/> Fire Equipment Locations | <input type="checkbox"/> Workers Compensation Entitlements |



ONBOARDING CHECKLIST

Induction:

Tip - Discuss the following with the employee to ensure they understand your workplace and their role within it.

- State who the reporting supervisor is.
- Explain the procedure to follow if you are unwell or running late.
- Who the trainer or mentor is - if different from the Supervisor.
- Workplace tour including bathrooms and break area.
- Start and end of shift procedures.
- Work schedule.
- Computer: Email, software and systems set up.
- Relevant guidelines and expectations for the role.
- Conduct a one-on-one review of the job description with the new employee, ensuring they understand all aspects and addressing any questions they may have.

