

# Employee Induction Checklist

The process of welcoming a new employee into your organisation is...

- Exciting, for both the new employee and the organisation, but also
- Time-consuming, for both the new employee and the organisation

For every moment of learning and discovery, there are moments of administration and form-filling. In addition, the new employee induction process is an opportunity to make a great first impression, once again for both the new employee and the organisation.

So how do you pull everything together in a new employee induction program? What do you prioritise? How do you balance the administrative needs against the need to ensure the new employee is fully engaged and enjoying their first moments? How do you determine when to introduce organisational culture, important policies, key safety issues and initial on-the-job know-how?

To help you sort through these issues, and ensure nothing is overlooked, here's our carefully considered New Employee Induction Checklist.

## Onboarding

These items and issues should ideally be addressed before the new employee's first day with your organisation.

### Welcome pack (digital or paper)

- Welcome message
- Confirmation of start date, time and location
- Transport information
- Dress code
- Key contacts
- Lunch information
- Day one schedule

### Employment documentation

- Employment contract
- Bank account details
- Fair Work Information statement
- Position description
- Tax File Number Declaration
- 'Choosing a Super Fund' form

### Internal provisioning

- Workplace access (if required) including keys or security passes
- IT System access
- ID photo (may also occur later)
- Staff Handbook

## Culture

These items and issues are typically addressed during week one of your induction program via a variety of online modules complemented by some 1:1 and small group meetings.

### Team

- Manager introduction and meeting
- Team introductions
- Induction buddy introduction
- Workplace tour
- Internal online profile

### Organisation

- History
- Vision and mission
- Values
- Strategic goals
- Management structure
- Shareholders/stakeholders

### Logistics

- Work rosters and hours
- Breaks
- Absences
- Timesheets
- General workplace supplies

### Social

- Social club
- Birthday processes
- Work anniversary processes
- Special events
- Industry events
- Team building events
- Staff conferences

### Communication

- General announcements
- Email announcements
- Intranet usage
- Online collaboration tools
- Meetings, including rooms and booking
- Video conference facilities
- Staff directories
- Staff surveys

## Performance

These items and issues should be addressed in the first two weeks by HR and/or management. These issues are often important to new employees, so don't delay their discussion too long.

### Reviews

- Clarification of expectations
- Clarification of responsibilities
- Goal setting processes
- Probation review timetable and process
- On-going reviews and performance management
- Career development processes
- Overview of disciplinary procedures

### Training

- Overview of digital learning platform
- Approach to professional development
- External study support or allowance
- Access to external training or seminars

### Support

- Induction buddy system
- Mentoring program
- Peer support
- Online resources

## Compliance

These items and issues should be discussed in the first few weeks, but it may take a new employee 1-3 months to address all required issues depending on their role.

### Legislation

- Review of what Federal and State-based legislation and/or regulations apply to this organisation

### Safety – Framework

- Work health and safety policy
- Work health and safety system
- Health and safety committee
- Health and safety representative
- First aid officers
- Emergency wardens

### Safety – Processes

- Risk assessment framework and processes
- Accident and incidents reporting
- Non-conformance reporting
- Hazard reporting
- Notification of communicable diseases process
- Workers' compensation claims process
- Location of fire extinguishers
- Location of first aid facilities
- Evacuation procedures and emergency plans

### Safety – Training

- Work health and safety fundamentals
- Office ergonomics
- Specific training for roles – manual handling, working at heights, hazard identification, etc...

### Behaviours

- Training, policy review and policy acceptance of issues including...
- Alcohol and drugs
- Workplace bullying and harassment
- Discrimination and sexual harassment
- IT security
- Acceptable IT and social media use
- Equal opportunity and diversity
- Mental health
- Staff grievance procedures
- Privacy
- Fraud, money-laundering and corruption