

NEW STAFF MEMBER INDUCTION CHECKLIST

The purpose of this document is to ensure new employees transition into the workplace as smoothly as possible. It is the People Manager's overall responsibility to ensure this happens, working closely with People and Culture.

The probationary period is for a period of six months – extensions will only be granted on an exceptional basis and must be discussed with People & Culture prior to the end of the 6-month period. People Managers need to address any issues as they arise.

New Employee Name:

Position:

Manager Responsible for On-boarding:

Start Date:

Location:

Probation Period End Date:

Activities Pre-Commencement	Who	Tick when Completed	Comments
Arrange for letter of offer to be sent and diarise to follow up with the individual	P&C	<input type="checkbox"/>	
Advise IT of requirements for new employee e.g. (PC or Laptop, IPad, Mobile Phone, email address, phone, system access) via intranet forms. 7 days before if possible.	Manager	<input type="checkbox"/>	
Advise Reception of new starter for issue of swipe cards	P&C	<input type="checkbox"/>	
Create Asset List for the new employee	IT	<input type="checkbox"/>	
Organise car and/or car parking space (if applicable)	P&C	<input type="checkbox"/>	
Book new employee into next available "Living Our Values" course	P&C	<input type="checkbox"/>	
Book new employee into next available Privacy Training	P&C	<input type="checkbox"/>	
Call new employee approx. 2 working days prior to commencement to confirm arrangements for first day	Manager	<input type="checkbox"/>	
Organise an appropriate off-site welcome (coffee/lunch) in first week. Perfect if can be Day One.	Manager	<input type="checkbox"/>	
Prepare Welcome Bag	P&C	<input type="checkbox"/>	
Advise Communications re e-business cards	Manger	<input type="checkbox"/>	

Update telephone lists	IT	<input type="checkbox"/>	
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DAY ONE - TWO:

Activity	Who	Tick when Completed	Comments
Manager organises to meet new employee (normally 30 minutes after normal start time)	Manager	<input type="checkbox"/>	
Introduce new employee to team	Manager	<input type="checkbox"/>	
Give employee tour of office and facilities incl emergency exits and first aid.	Manager	<input type="checkbox"/>	
Issue swipe cards, mobile, laptop etc.	Manager	<input type="checkbox"/>	
Issue Asset Checklist to be signed by new employee and returned to IT	Manager	<input type="checkbox"/>	
Complete <i>Attachment 1 – WHS Induction Checklist</i>	Manager	<input type="checkbox"/>	
Remind new employee to complete and return Payroll forms ASAP	Manager	<input type="checkbox"/>	
Run through Position Description, any questions, set expectations for first week/month/to probation ending including hours of work and absences	Manager	<input type="checkbox"/>	
Introduce new employee to management and the rest of teams (may stagger this over coming days)	Manager	<input type="checkbox"/>	
Ensure meetings scheduled with employee for end Month 1, 2 and 4 and probation end (6 mths)	Manager	<input type="checkbox"/>	
Provide time for employee to complete the online modules relating to the Code of Conduct and policies such as Bullying, Harassment & Discrimination, Privacy and Surveillance, Social Media, Email and internet usage, Privacy, Health & Safety policies	Manager	<input type="checkbox"/>	

END MONTH ONE

Activity	Who	Tick when Completed	Comments
Set goals and expectations, and explain the cycle for the ongoing review of performance This should include an introduction to the Threads System.	Manager	<input type="checkbox"/>	
Organise to formally meet employee after 4 weeks to review progress	Manager	<input type="checkbox"/>	
Encourage discussion on any issues or concerns	Manager	<input type="checkbox"/>	
Book next meeting for end Month Two	Manager	<input type="checkbox"/>	

END MONTH TWO

Note: As the probationary period cannot be extended beyond six months, it is imperative that any concerns are addressed with the employee as early as possible.

Activity	Who	Tick when Completed	Comments
Organise to formally meet employee after 8 weeks to review progress	Manager	<input type="checkbox"/>	
Discuss job satisfaction and engagement. Provide an opportunity for feedback about role and progress	Manager	<input type="checkbox"/>	
Book next meeting for four month review	Manager	<input type="checkbox"/>	

END MONTH FOUR

Activity	Who	Tick when completed	Comments
Organise to formally meet employee after 16 weeks to review progress	Manager	<input type="checkbox"/>	
Encourage discussion on any issues or concerns	Manager	<input type="checkbox"/>	
Book next meeting for End of Probation Discussion	Manager	<input type="checkbox"/>	

END MONTH SIX

Activity	Who	Tick when Completed	Comments
Organise to formally meet employee to review progress and confirm probation successfully completed	Manager	<input type="checkbox"/>	
Discuss progress against PD, and any issues or concerns and set goals and measures for next quarter	Manager	<input type="checkbox"/>	
Advise P&C of the successful completion of probation period by sending a copy of "End of Probation review" document to P&C for filing	Manager	<input type="checkbox"/>	
Organise letter advising probation successfully completed and employment confirmed	P&C	<input type="checkbox"/>	

ATTACHMENT 1 - WORK HEALTH AND SAFETY CHECKLIST

The purpose of this document is to ensure new employees have received a WHS orientation for their work area. It is the Manager's overall responsibility to ensure this happens.

New Employee Name:

Position:

Manager Responsible for On-boarding:

Start Date:

Location:

Probation Period End Date:

Day One Safety Checklist

Activity	Who	Tick when completed	Comments
Advise employee about EAP, Speak Out hotline and emergency information in new starter pack, including wallet card	Manager	<input type="checkbox"/>	
Do office tour showing location of emergency exits and assembly point	Manager	<input type="checkbox"/>	
Reminder that any visitors are the employee's responsibility in emergency	Manager	<input type="checkbox"/>	
Introduce Risk Operations Manager	Manager	<input type="checkbox"/>	
Identify Floor Wardens	Manager	<input type="checkbox"/>	
Identify First Aid Officers	Manager	<input type="checkbox"/>	
Location of First Aid Kit/Incident folder	Manager	<input type="checkbox"/>	
Explain process for reporting injuries and accidents, including Workers Comp	Manager	<input type="checkbox"/>	
Outline how to report WH&S risks (hazards and general awareness) and unsafe work practices	Manager	<input type="checkbox"/>	
Explain location of relevant WHS UCA information	Manager	<input type="checkbox"/>	

A COPY OF THIS CHECKLIST MUST BE RETURNED TO PEOPLE AND CULTURE FOR FILING