[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**  |
| **Yes/No** | **Item** |
| **□ Yes □ No**  | Staff member is advised of location of premises, date and time of commencement |
| **□ Yes □ No**  | Desk phone purchased and set up - with number allocated |
| **□ Yes □ No**  | Desktop computer purchased and set up (including access to relevant drives) |
| **□ Yes □ No**  | Login and email account set up |
| **□ Yes □ No**  | Building access keys cut and registered with new employee |
| **□ Yes □ No**  | Ergonomic workstation established |
| **□ Yes □ No**  | Basic stationary supplies ordered |
| **□ Yes □ No**  | Employee Induction Pack prepared (see below for more details) |
| **□ Yes □ No**  | Business cards ordered |
| **□ Yes □ No**  | Name added to internal contact list and name board at entrance |
| **□ Yes □ No**  | Car and car space (if applicable) |
| **□ Yes □ No**  | Laptop purchased and set up (if applicable) |
| **□ Yes □ No**  | Mobile phone purchased (if applicable) |
| **□ Yes □ No**  | Meetings arranged with relevant staff for first week |
| **□ Yes □ No**  | **[insert other item]** |

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| **First day – to be completed by employee** |
| **Yes/No** | **Item** |
| **□ Yes □ No**  | Greeted at door by supervisor |
| **□ Yes □ No**  | Tour of premises and keys provided (key register signed) |
| **□ Yes □ No**  | Instruction on entry and exit, including lights, alarm system and parking |
| **□ Yes □ No**  | Use of equipment (Photocopier/scanner, fax) |
| **□ Yes □ No**  | Use of communications (phone, email, incoming fax, outlook calendar & sharing and computer file system) |
| **□ Yes □ No**  | Location of policies and procedures and explanation of structure |
| **□ Yes □ No**  | Stakeholders and Emergency contact numbers supplied |
| **□ Yes □ No**  | WH&S Induction (including location of first aid box) |
| **□ Yes □ No**  | **[insert other item]** |

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| **Employee has received an Induction Pack that includes:** |
| **Yes/No** | **Item** |
| **□ Yes □ No**  | Employee Contract |
| **□ Yes □ No**  | Position Description |
| **□ Yes □ No**  | Code of Conduct |
| **□ Yes □ No**  | Employee Contact Details Form |
| **□ Yes □ No**  | Employee Bank Account Details Form |
| **□ Yes □ No**  | Tax File Number Declaration |
| **□ Yes □ No**  | Superannuation – Standard Choice Form |
| **□ Yes □ No**  | Salary Sacrifice Agreement and associated information (if applicable) |
| **□ Yes □ No**  | Fair Work Information Statement and the National Employment Standards  |
| **□ Yes □ No**  | Fact Sheet |
| **□ Yes □ No**  | Latest Annual Report |
| **□ Yes □ No**  | Strategic Plan and other associated plans |
| **□ Yes □ No**  | Organisation Constitution |
| **□ Yes □ No**  | Latest publications  |
| **□ Yes □ No**  | **[Insert other item]** |

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| **First Week** |
| **Yes/No** | **Item** |
| **□ Yes □ No**  | Informed of three (3) month probationary period |
| **□ Yes □ No**  | Performance and development review process explained |
| **□ Yes □ No**  | Attendance, leave and holidays (work hours, etc) |
| **□ Yes □ No**  | Benefits explained |
| **□ Yes □ No**  | Pay periods explained |
| **□ Yes □ No**  | Payroll deductions and salary sacrifice options explained (if applicable) |
| **□ Yes □ No**  | Legal obligations (WH&S, discrimination, sexual harassment, privacy, code of conduct)  |
| **□ Yes □ No**  | Meeting with CEO/Manager (Vision, governance and management structures, etc.) |
| **□ Yes □ No**  | Meeting with staff to discuss current projects/programs/services |
| **□ Yes □ No**  | Role and responsibilities (including their involvement in internal processes, communication activities, meeting attendance, reporting requirements) |
| **□ Yes □ No**  | Staff informed of staff meetings and their role (including chairing and minute taking) |
| **□ Yes □ No**  | **[Insert other item]** |

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| **First Month** |
| **Yes/No** | **Item** |
| **□ Yes □ No** | Workplan developed in collaboration with staff member |
| **□ Yes □ No** | Monthly meetings with supervisor established |
| **□ Yes □ No** | Introduced to [insert organisation name] President/ chairperson |
| **□ Yes □ No** | Communication to stakeholders about new staff member and their role  |
| **□ Yes □ No** | Procedure for booking car pool vehicle, meeting rooms and shared equipment |
| **□ Yes □ No** | Process for ordering stationary |
| **□ Yes □ No** | Process for claiming petty cash and other expenses |
| **□ Yes □ No** | Website and database training (if applicable) |
| **□ Yes □ No** | **[Insert other item]** |

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| **Induction and orientation feedback**  |
| **Induction and orientation feedback form completed**  | **□ Yes □ No** |
| **Employee comments** |
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This is to certify that the above items have taken place or discussed with supervisor.

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