

EMPLOYEE INDUCTION CHECKLIST

Name of Employee:						
Date of Commencement:						
Induction to be co-ordinated by:						
Topic	Name of person conducting session	Date & start time	Duration (mins)	Further action required and/or comments	Initial (to confirm completion)	
					Employee	Inductor
Section 1 – New employee greeted and welcomed						
• Introduction to manager						
• Personnel forms completed						
• Payroll forms						
• Tax and superannuation details						
• Confirmation of employment conditions						
• Explanation of induction process						
• Copy of Qualification & Reference Checks						
Section 2 – Organisation details						
• History						
• Organisational structure						
• Employee's role within structure						
• Products and services						

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Section 3 – Organisation layout						
• Tour of organisation premises						
• Location of facilities						
• Emergency procedures						
• Function of own work area						
Section 4 – Introduction to work						
• Introduction to supervisors and work colleagues						
• Appoint & introduce mentor						
• Conditions of work area – meal breaks, hours etc						
• Time sheets						
• Introduction into First Aid						
Section 5 – Job description						
• Duties						
• Performance standards						
• Interaction with colleagues						
• Responsibilities						
• Equipment						

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Section 6 – Employment management						
• Introduction of performance appraisal system						
• Introduction to grievance procedure						
• Notification if unable to attend work or late						
Section 7 – Policies and procedures						
• Health and safety						
• Disciplinary procedure						
• Unacceptable conduct						
• Private use of organisation equipment and resources						
• Probity Checks (Blue/National Checks if requires)						
• HR policies						
○ Drug & alcohol						
○ Equal opportunity						
○ Sexual harassment						
○ E-mail/Internet						
○ Code of Conduct						
○ Delegation of Authority						

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					Employee	Inductor
Section 8 – Employee development						
• Training opportunities						
• Assistance with fees associated with further education						
• Means of advancement with company						
Section 9 – Confirmation of safety requirements						
• Follow up						
• Need for additional training/explanation						
Section 10 – Employee involvement						
• Committees and consultative arrangements						
○ Employee representatives						
○ Newsletters, communication and briefing arrangements						

Date Induction Completed:	
Signature of Employee:	
Signature of Induction Co-ordinator:	