# Employee Induction Checklist

## Prior to commencement

* told the employee before their first day where, when and who they should report to and whether they need to bring any tools or equipment
* organised building and IT access as well as any uniforms (if necessary)
* a returned, signed copy of the letter of engagement (or employment contract)
* a completed Tax file number declaration form
* a completed Superannuation choice form
* the employee’s bank account details
* the employee’s emergency contact details
* a copy of any licences held by the employee needed for the job including Drivers Licence, Working with Children
* given the employee a copy of the [Fair Work Information Statement](http://www.fairwork.gov.au/employment/fair-work-information-statement/pages/default.aspx)
* if a working visa is required – a copy of the employee’s passport and visa – you will need to do a visa check

## On the first day (or soon after)

**Orientation and housekeeping:**

* Introduce the new employee to other staff
* Show the new employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.)
* given the employee copies of the Office Manual, HR and OHS Manual etc
* met with the Owner / Directors
* met with key stakeholders /suppliers if necessary
* discussed:
* business history, mission, vision, values etc
* who the employee reports to
* the employee’s duties and what training will be provided
* performance expectations and when and how performance will be reviewed
* hours of work and the procedure for recording hours of work
* meal breaks
* the applicable award or enterprise agreement, and where to find a copy
* the payment method, first pay date and how payslips are distributed
* any workplace policies and procedures including:
* uniform or dress code (if any)
* procedure if the employee is sick or running late
* procedure for applying for leave
* rules regarding personal calls, visitors and/or use of social media at work
* any bullying, harassment and anti-discrimination policies.
* completed a workplace health and safety induction within 4 weeks of commencement