

# **STAFF INDUCTION PROGRAM**

**CHECKLIST - *tick each item when complete***

## **BEFORE EMPLOYEE COMMENCES**

- Clean office, workstation and phone
- Email account set up and working
- Business cards
- Diary
- Office supplies
- Name plate
- Folders/ Brochures, if applicable
- Clean computer, keyboard, mouse
- Something different, a welcome card signed by co-workers!

## **CONDITIONS OF EMPLOYMENT**

- Explain induction program and obtain a signed copy of the Letter of Offer confirming the details contained therein i.e. probationary period etc.
- Hours of work, meal breaks
- Wages, when and how paid
- Overtime
- Regular deductions from pay (distribute tax form and request return the following day)
- Superannuation contributions (distribute form and request return ASAP)
- Bank Details
- Social Club
- Copy of Drivers Licence

## **COMPANY POLICIES**

- Provide a copy of Company's Policy and Procedure Manual (Employee Handbook), have them sign a document to say they have read and understood its contents
- Leave entitlement and procedure, including sick, holiday etc.
- Grievance procedure
- Performance appraisal
- Disciplinary procedure
- Smoking policy
- Dress standards

## **EMPLOYEE AMENITIES**

- Location of toilets, washing facilities
- Location of tea room and washing facilities
- Social activities

## **THEIR DEPARTMENT AND STRUCTURE**

- Identify workstation, office, desk etc.
- Explain department operations, structure of the business and other divisional operations
- Management Flowchart
- Tour of department (introduction to team members and explain activities)
- Tour of the business (introductions to staff members of other departments)

## **SAFETY**

- Rehabilitation policy
- Business procedures manual (including first aid, emergency procedures etc)
- Reporting of hazards/accidents

## **JOB DETAILS**

- Company mission statement & business plan
- Explain importance of the individual's role and the company's services
- Provide a copy of job description
- Discuss job description and any specific immediate short term tasks
- Explain initial learning processes for the undertaking of the job
- Clarify management structure
- Identify important meetings and times
- Customer service standards
- How the role fits into the team and the overall organisation
- Discuss stationary and equipment needs
- How to take care and maintain equipment
- Discuss other training and personal development goals i.e. Commitment to Success, coaching plan

## **DOCUMENTATION**

- Commitment To Success
- Signed Letter of Offer
- Policy and Procedure Manual Signed
- ATO Docs signed
- Superannuation Docs signed
- Copy of Drivers Licence
- Any other company form i.e. Social Club etc.

Completed By: \_\_\_\_\_