

INDUCTION CHECKLIST

GENERAL

- Overview of organisation
- Overview of services/programs
- Overview of organisation structure
- Code of conduct

OFFICE & FACILITIES

- Site map
- Computers and workstations
- Car parking
- Staff meetings
- Kitchen/bathroom etiquette
- First aid kit
- Emergency exits and emergency procedures

SECURITY

- Keys
- Alarm code
- ID badge
- Passwords
- Handling client/stakeholder information
- Storage of information
- Working remotely

POLICIES & PROCEDURES

- Overview of policies and procedures
- Operational procedures
- Probation
- Performance appraisal
- Conflict resolution
- Use of private motor vehicle
- Insurance
- Working with Vulnerable People Scheme
- Reimbursement
- Travel allowances
- Privacy and confidentiality
- National Standards for Volunteer Involvement
- Cultural awareness
- Inclusion and diversity
- Bullying
- Sexual harassment
- Anti-discrimination
- Style guide

FORMS

- Personal Details Form
- Tax File Number Declaration
- Superannuation (super) standard choice form
- Performance Planning and Development Plan
- Personal Development Plan

WORKPLACE HEALTH & SAFETY

- WHS rights and responsibilities
- WHS representative/group
- First aid
- Evacuation procedure
- Reporting of risks
- Manual handling
- Food safety
- Employee Health and Wellbeing Program

STAFF CONDITIONS

- Fair Work Information Statement
- National Employment Standards
- National Standards for Volunteer Involvement
- Enterprise Bargaining /Agreement/Award
- Union access/representation
- Leave entitlements
- Taxation
- Salary packaging
- Time sheets
- Superannuation
- Role description
- Notification of absence or lateness
- Work hours
- Meal breaks
- Supervision
- Staff support mechanisms e.g. peer support, coaching and mentoring

SIGN OFF

- Staff member
- HR representative
- Direct supervisor
- Other staff involved in induction

WEEK 1

- Organise induction with each person responsible for a program/business function
- Organise training in workplace systems/technologies
- Organise morning tea/lunch to welcome and socialise new staff member
- Catch up with new staff member at end of first week to discuss onboarding process and next steps

WEEK 2

- Organise catch up with new staff member to find out how they are settling in (repeat once a month as required until onboarding is completed, and the new staff member feels integrated)

WEEK 3

- Send new staff member Onboarding Feedback Survey
- Save survey results
- Make improvements as required based on practice and survey responses