

New Employee Checklist

This checklist has been created to help you in inducting new employees.

Before your employee starts work	
Ensure you have:	Tick when completed
<ul style="list-style-type: none"> Told the employee where, when and who they should report to before their first day and whether they need to bring any tools or equipment. 	
<ul style="list-style-type: none"> Organised building, IT access, and any uniforms (if necessary). 	
<ul style="list-style-type: none"> A returned, signed copy of the letter of engagement or employment contract and a copy of the Introduction to the National Employment Standards fact sheet. Introduction to the NES fact sheet (fairwork.gov.au) 	
<ul style="list-style-type: none"> A completed Tax file number declaration form. PDFfiller - tax file declaration form.pdf 	
<ul style="list-style-type: none"> A completed Superannuation choice form Superannuation standard choice form (ato.gov.au) 	
<ul style="list-style-type: none"> The employee's bank account details 	
<ul style="list-style-type: none"> A copy of any licences held by the employee needed for the job, e.g., Drivers Licence, Forklift Licence 	
<ul style="list-style-type: none"> Give the employee a copy of the Fair Work Information Statement and a copy of the Casual Employment Information Statement if they are a casual employee. Fair Work Information Statement Casual Employment Information Statement (fairwork.gov.au) 	
On the first day (or soon after)	
Orientation and housekeeping:	Tick when completed
<ul style="list-style-type: none"> Introduce the new employee to other staff. 	
<ul style="list-style-type: none"> Show the new employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.) 	
<ul style="list-style-type: none"> Given the employee copies of relevant business policies or procedures, for example, codes of conduct and work health and safety policies or procedures 	
<ul style="list-style-type: none"> Discussed: <ul style="list-style-type: none"> the history of the business and its role 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 	

<ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ 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. 	
<ul style="list-style-type: none"> • Completed a workplace health and safety induction. <p>You need to provide your employees with a safe workplace. This can include discussing evacuation plans, pointing out first aid officers and emergency wardens and briefing staff on safety procedures.</p> <p>Visit your state or territory's work health and safety body for information about these obligations. You can find their contact details at www.fairwork.gov.au/links</p>	