

## 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"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Organised building, IT access, and any uniforms (if necessary).</li> </ul>	
<ul style="list-style-type: none"> <li>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. <a href="http://www.fairwork.gov.au">Introduction to the NES fact sheet (fairwork.gov.au)</a></li> </ul>	
<ul style="list-style-type: none"> <li>A completed Tax file number declaration form. <a href="#">PDFfiller - tax file declaration form.pdf</a></li> </ul>	
<ul style="list-style-type: none"> <li>A completed Superannuation choice form <a href="http://www.ato.gov.au">Superannuation standard choice form (ato.gov.au)</a></li> </ul>	
<ul style="list-style-type: none"> <li>The employee's bank account details</li> </ul>	
<ul style="list-style-type: none"> <li>A copy of any licences held by the employee needed for the job, e.g., Drivers Licence, Forklift Licence</li> </ul>	
<ul style="list-style-type: none"> <li>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. <a href="#">Fair Work Information Statement</a> <a href="http://www.fairwork.gov.au">Casual Employment Information Statement (fairwork.gov.au)</a></li> </ul>	
On the first day (or soon after)	
Orientation and housekeeping:	Tick when completed
<ul style="list-style-type: none"> <li>Introduce the new employee to other staff.</li> </ul>	
<ul style="list-style-type: none"> <li>Show the new employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>Given the employee copies of relevant business policies or procedures, for example, codes of conduct and work health and safety policies or procedures</li> </ul>	
<ul style="list-style-type: none"> <li>Discussed:                             <ul style="list-style-type: none"> <li>the history of the business and its role</li> <li>who the employee reports to</li> <li>the employee's duties and what training will be provided</li> <li>performance expectations and when and how performance will be reviewed</li> <li>hours of work and the procedure for recording hours of work</li> <li>meal breaks</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ the applicable award or enterprise agreement and where to find a copy</li> <li>○ the payment method, first pay date and how payslips are distributed</li> <li>○ any workplace policies and procedures, including: <ul style="list-style-type: none"> <li>▪ uniform or dress code (if any)</li> <li>▪ procedure if the employee is sick or running late</li> <li>▪ procedure for applying for leave.</li> <li>▪ rules regarding personal calls, visitors and/or use of social media at work</li> <li>▪ any bullying, harassment and anti-discrimination policies.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Completed a workplace health and safety induction.</li> </ul> <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. <a href="http://www.fairwork.gov.au/links">You can find their contact details at www.fairwork.gov.au/links</a></p>	