

Induction checklist

I have introduced and explained the following policies and details to the new employee:

- ☐ Hours of work, including time recording, breaks etc
- ☐ Layout of premises, including fire exits, first aid facilities
- ☐ Introduction to colleagues and important stakeholders
- ☐ Facilities including toilets, kitchen facilities
- ☐ Employee handbook briefing
- ☐ Fair Work Information Statement
- ☐ Introduction and setup of workstation and systems
- ☐ Overview of upcoming key dates and events
- ☐ Position description explained
- ☐ Provided with tools of trade (ID, keys, name badge/swipe card, phone etc)

I have received the following documentation and information from the new employee:

- ☐ Signed employment contract
- ☐ Tax file declaration
- ☐ Choice of superannuation form
- ☐ Bank details (including bank, BSB and account number)
- ☐ Emergency contact details (including name, address, phone number and relationship)
- ☐ Driver's licence
- ☐ Passport
- ☐ Visa (if applicable)