

Induction / Orientation Checklist

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| Employee Full Name: ………………………………………………………………………………  Position: ………………………………………………………………………  Commencement Date:…./..…./…... | | | |
| ORIENTATION | | | |
| No | Matters to be covered in Orientation | Completed | N/A |
| 1 | Give the employee their Employment Contract, a copy of the Fair Work Information Statement (available [here](https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement)) and a Role Description (if appropriate) |  |  |
| 2 | Obtain completed Employee contact information form |  |  |
| 3 | Obtain completed Australian Taxation Office Tax File Number Declaration form, salary payment form, superannuation fund form (including [Standard Choice form](https://www.ato.gov.au/business/super-for-employers/setting-up-super/offer-your-employees-a-choice-of-fund/)) |  |  |
| 4 | Obtain any other applicable payroll forms |  |  |
| 5 | Discussion about hours of work, training, and other information (e.g. recording time, information technology matters) |  |  |
| 6 | Brief description of the organisation's history, clientele, services offered and organisational structure (including key personnel and contact officers) |  |  |
| 7 | Escorted walk through the premises including:  (a) introduction to staff;  (b) features such as lunchroom and bathroom facilities;  (c) first aid supplies, emergency equipment;  (d) exits;  (e) evacuation procedures and meeting points;  (f) location of nearest chemist, newsagent, bank, park, food court etc |  |  |
| 8 | Health and safety responsibilities (e.g. demonstrating basic understanding of lifting/moving requirements, and reporting of hazards, near misses and injuries) |  |  |
| 9 | Work appearance/attire (footwear, style of clothes, grooming) |  |  |
| 10 | Explain job description, responsibilities, administration requirements and performance requirements for the employee |  |  |
| 11 | Discuss probation period and any related matters |  |  |
| 12 | Leave arrangements and notification |  |  |
| 13 | Issue any equipment to Employee (e.g. laptop, uniform, security pass, PPE, tools etc) |  |  |
| 14 | Create a written record of employer property issued to the employee |  |  |
| 15 | Equip employee’s work space including issue of access codes and passwords |  |  |
| 16 | Issue policies and procedures, this can be electronic, (including completion of acknowledgement form where applicable) - in particular, ensure that any workplace surveillance and discrimination and harassment policies are provided to the employee |  |  |
| 17 | Equipment training including: computer, phone, facsimile, email, internet, machinery etc |  |  |
| 18 | Discuss complaints procedures |  |  |
| 19 | Assign a mentor or buddy for the employee |  |  |
| Date Orientation/Induction Satisfactorily Completed: …./…./….  Title of Person Responsible For Orientation/Induction (e.g HR Officer):  ……………………………………………    Signature: ………………………………………………………………………    Signature Of Employee: ……………………………………………………………………… | | | |

NOTE: A copy of this completed form is to be placed in the Employee’s Personnel file.