

INDUCTION / ORIENTATION CHECKLIST

Employee Full Name:

Position:

Commencement Date:...../...../.....

ORIENTATION

No	Matters to be covered in Orientation	Completed	N/A
1	Give the employee a copy of the Fair Work Information Statement (available here)		
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)		
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 (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	Employee's work space including issue of access codes and passwords		
16	Firm policies and procedures (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):

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Signature:

Signature Of Employee:

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

