

[insert organisation name/logo]

## Staff Induction and Orientation Checklist

The following checklist has been designed for use with new staff members. It is the responsibility of the supervisor to ensure the induction can take place including arranging the necessary resources and organising meetings. It is the responsibility of the new staff member to complete the checklist and return to the supervisor one month after the start of employment. The supervisor will be available to support the new employee to complete the checklist and answer any questions.

Employee's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

### Prior to start date – to be completed by supervisor

- Staff member is advised in writing of location of premises, date and time of commencement
- Desk phone arranged and set up (with number allocated)
- Computer arranged and set up (including access to relevant drives)
- Login and email account set up
- Building access keys cut and registered with new employee (building swipe key & office key)
- Ergonomic workstation established
- Basic stationery supplies ordered
- Employee Induction Pack prepared (see below for more details)
- Business cards ordered (if applicable)
- Name added to contact list and name board at entrance
- Car and car space (if applicable)
- Laptop purchased and set up (if applicable)
- Mobile phone purchased (if applicable)
- Meetings arranged with relevant staff for first week

### First day – to be completed with employee

- Greeted by supervisor
- Tour of premises and keys provided (key register signed)
- Instruction on entry and exit, including lights, alarm system and parking
- Use of equipment (photocopier/scanner)

- Use of communications (phone, email, fax, outlook calendar and computer file system)
- Location of policies and procedures and explanation of organisational structure
- Emergency contact numbers supplied
- Work Health and Safety (WHS) Induction (including location of first aid box)

**Employee has received an Induction Pack that includes:**

- Employment Contract
- Position Description
- Code of Conduct
- Employee Contact Details Form
- Employee Bank Account Details Form
- Tax File Number Declaration
- Superannuation – Standard Choice Form
- Salary Sacrifice Agreement and associated information (if applicable)
- Latest Annual Report
- Strategic Plan and other associated plans
- Constitution
- Program Information
- Statement of Client and Carer Rights and Responsibilities
- Fair Work Statement

**First week:**

- Informed of three (3) month probationary period
- Performance and development review process explained
- Attendance, leave and holidays explained (work hours, etc)
- Benefits explained
- Pay periods explained
- Payroll deductions and salary sacrifice options explained (if applicable)
- Legal obligations discussed (WHS, discrimination, sexual harassment, privacy, code of conduct)
- Meeting with CEO (vision, the sector, governance and management structures, etc)
- Meeting with staff to discuss current projects/programs
- Clarify position role and responsibilities (including their involvement in internal quality improvement processes, communication activities, meeting attendance, reporting requirements)
- Staff informed of staff meetings and their role (including chairing and minute taking)

**First month:**

- Work plan developed by staff member in collaboration with supervisor
- Monthly meetings with supervisor established
- Introduced to President
- Communication to clients and stakeholders about new staff member and their role (directly and, if applicable, profile on the organisation's website)
- Site visit/s with clients arranged
- Procedure for booking car pool vehicle, meeting rooms and shared equipment
- Process for ordering stationery
- Process for claiming petty cash and other expenses

**Induction and Orientation Feedback**

- Induction and Orientation Feedback Form completed

Employee comments:

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This is to certify that the above items have taken place and discussed with supervisor.

Employee's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reference**

*This checklist is adapted from the NADA Staff Induction and Orientation Checklist.*  
[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)