

# Induction Checklist

The following checklist has been created to help you in inducting your new employee.

You can add or remove things to suit your business and the job.

## Prior to your employee starting work

It's a good idea to start planning early for your employee's first day, as there are a few things you'll need to organise.

### Ensure you have:

- told the employee before their first day where, when and who they should report to and whether they need to bring any tools or equipment
- organised building and IT access as well as any uniforms (if necessary)
- a returned, signed copy of the letter of engagement (or employment contract)
- a completed Tax file number declaration form (unless declined by employee)
- a completed Superannuation choice form

*You can get copies of the Tax file number declaration form and the Superannuation choice from the ATO at [www.ato.gov.au/business](http://www.ato.gov.au/business)*

- the employee's bank account details
- the employee's emergency contact details
- a copy of any licences held by the employee needed for the job e.g. Drivers Licence, Forklift Licence
- given the employee a copy of the [Fair Work Information Statement](#)
- if a working visa is required – a copy of the employee's passport and visa – you will need to do a visa check

*It's a good idea to ask the employee to sign a register or return a signed copy of the Fair Work Information Statement and any relevant business policies or procedures as proof that they were provided to the employee. This may help avoid disputes in the future.*

*Also, make sure you keep all staff paperwork in secure personnel file.*

### Find out more

For more information about what you need to know when hiring a new employee, as well as inducting staff, see our 'Hiring employees' online learning course at [fairwork.gov.au/learning](http://fairwork.gov.au/learning)

## On the first day (or soon after)

To ensure your employee gets off to a good start, it's important that they feel welcomed, well-informed and equipped to do their job.

### Orientation and housekeeping:

- Introduce the new employee to other staff
- Show the new employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.)

### Ensure you have:

- given the employee copies of relevant business policies or procedures e.g. codes of conduct and work health and safety policies or procedures.
- discussed:
  - the history of the business and its role
  - who the employee reports to
  - the employee's duties and what training will be provided
  - performance expectations and when and how performance will be reviewed
  - hours of work and the procedure for recording hours of work
  - meal breaks
  - the applicable award or enterprise agreement, and where to find a copy
  - the payment method, first pay date and how payslips are distributed
  - any workplace policies and procedures including:
    - uniform or dress code (if any)
    - procedure if the employee is sick or running late
    - procedure for applying for leave
    - rules regarding personal calls, visitors and/or use of social media at work
    - any bullying, harassment and anti-discrimination policies.
- completed a workplace health and safety induction

*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.*

*Visit your state or territory's work health and safety body for information about these obligations. You can find their contact details at [fairwork.gov.au/links](http://fairwork.gov.au/links)*

*The Fair Work Ombudsman is committed to providing you with advice that you can rely on.*

*The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.*