INDUCTION CHECKLIST

1. EMPLOYEE PRE-ARRIVAL
   - Inform staff members of new arrival
   - Prepare new employee’s work area, organise supplies and equipment

2. ADMINISTRATION FORMALITIES
   - Receives outline of orientation/induction program
   - Completes employment forms
   - Receives information about wage/salary, deductions, pay dates, method of payment
   - Receives information about award coverage. Where applicable
   - Furnishes bank account number (if applicable) and Tax File Number (in Australia)
   - Leave entitlements are explained
   - Procedure outlined for union membership and payment of dues (where applicable)
   - Procedure outlined for any other allowable direct debit payments

3. INTRODUCTION TO ORGANISATION
   - Provide copy of job description – duties and responsibilities, performance standards
   - Provide information on:
     a) organisation polices including WH&S, EEO, harassment, dress standards
     b) performance appraisal system
     c) normal hours of work, overtime approval, method of time keeping, lunch and tea breaks, rosters
     d) sick leave – expectations of employee regarding early notification, accrual of sick leave
     e) workers’ compensation entitlement and procedures
     f) annual leave and other leave entitlements, scheduling, method of application
     g) other payments eg lunch, coffee, tea, etc
     h) job related amenities – uniforms, protective equipment, travel allowance
     i) committees such as safety committee, staff council, etc
     j) social functions eg Christmas party, sports activities, social club, etc
     k) local facilities – shops, banks, medical centre, recreational areas
     l) child care facilities, if any
     m) public telephones
     n) staff discounts and other employee benefits and services
     o) safety and security regulations and procedures
     p) organisation policies on smoking, alcohol and drugs, misconduct, private phone calls, dress, confidentiality of guests
     q) first-aid arrangements, accident reporting
     r) other amenities eg car parking, cafeteria, photocopying
     s) telephone etiquette
   Note that some of the above information requires only a preliminary explanation with detailed explanation provided at a later date.

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4. TOUR OF WORKPLACE
- Physical tour of work place
- Limited introduction to co-workers, including their working relationships to new employees
- Location of toilets, staffroom, canteen, vending machines, staff entrance, car park, public transport, etc
- Locations of nearby departments
- Bulletin boards and other information sources such as logbooks
- Location of first-aid kits, first-aid officers and emergency equipment

5. JOB PROCEDURES & OPERATION OF EQUIPMENT
- How to operate specialised equipment in work area
- Ordering stock
- How to operate office equipment
- Operation of emergency equipment

6. DEPARTMENT INFORMATION
- Organisation chart with appropriate names
- Telephone directory, brochures, staff handbook, newsletter, work manuals etc
- Induction programme and workbook (if any)

7. STARTING WORK
- Assign buddy for lunch, tea breaks, instruction, questions
- Assign work station

8. AT THE END OF THE FIRST DAY
- Answer any queries
- Give encouragement and reassurance
- Express confidence in new employee
- Discuss remainder of orientation/induction programme
- Ask for employee’s verbal evaluation of the day’s programme
- Ask employee to complete orientation/induction evaluation form