# Induction Checklist

### Prior to the first day:

* advised the employee before their first day where, when and who they should report to, whether they need to bring anything with them (tools, equipment, etc) and what they should wear.
* organised building and IT access, necessary equipment and uniforms (if necessary)
* obtained a returned, signed copy of the letter of engagement (or employment contract)
* obtained a completed Tax file number declaration form (unless declined by employee)
* obtained 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)

* obtained the employee’s bank account details.
* obtained the employee’s emergency contact details
* obtained a copy of any licences held by the employee needed for the job e.g., Drivers Licence, Forklift Licence
* obtained a copy of the employee’s qualifications (may be relevant to the rate of pay they will be entitled to under a modern award)
* obtained a copy of the employee’s passport (and visa if appropriate)
* given the employee a copy of the [Fair Work Information Statement](http://www.fairwork.gov.au/employment/fair-work-information-statement/pages/default.aspx) and [Casual Employment Information Statement](https://www.fairwork.gov.au/ArticleDocuments/724/casual-employment-information-statement.pdf.aspx) (if required)

### On the first day:

* introduce the new employee to other staff as appropriate
* show the new employee the kitchen/meal, toilet facilities and where to store personal items.

### Within the first week:

* 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