



INDUCTION CHECKLIST

Name of employee:	
Position:	
Date of induction:	
Name of manager/supervisor:	
Tick when complete	General
	Introduced to other staff
	Show where to keep bags/personal belongings
	Show tearoom and demonstrate how to use coffee machine/tearoom facilities
	Discuss meal break provisions
	Show toilet facilities
	Explain no smoking policy and smokers' area
	Explain car parking arrangements
	Provide overview of organisational information – values, mission, history, organisational culture
	Issue induction folder, including Privacy, Diversity and Equal Employment Opportunity information
	Outline where to locate the organisation's policies and procedures
	Provide a copy of the organisational chart or explain where to locate it
Tick when complete	Payroll / HR
	Identify the location of rosters and explain the rostering system
	Complete the employee declaration form
	Complete the superannuation form
	Complete the tax declaration form
	Explain the standard pay period
	Outline the process for reporting complaints and grievances including where to locate the organisation's policies on dispute resolution processes

Tick when complete	Work area / job function
	Provide a copy of the position description
	Outline specific job role duties and responsibilities
	Provide and explain customer service policy
	Explain ordering, POS and EFTPOS systems (inform the employee that this is an introduction only, and further on-the-job training will occur later)
Tick when complete	Workplace health and safety
	Discuss fire/emergency evacuation procedure
	Show first aid kit and introduce first aid officers
	Discuss WHS policy and show where to access WHS information
	Demonstrate and explain systems of work associated with specific job function
	Explain the process for reporting incidents/accidents/hazards
PROCEDURES / POLICY ACKNOWLEDGEMENT	
<p>I understand that by signing below, I am verifying that I have not only READ, but UNDERSTAND each policy and procedure, and am satisfied that I have been given the opportunity to discuss or verify my understanding with my direct supervisor/manager.</p> <p>Register of policies and procedures version number: _____ Date: _____</p> <p>Induction handbook version number: _____ Date: _____</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Please return this completed form to the HR manager for filing.</p>	