

NEW EMPLOYEE INDUCTION CHECKLIST

✓ PRIOR TO FIRST DAY

- 👤 Do they know where, when and who they should report to when they arrive?
- 👤 Have they signed and returned all their employee paperwork?
- 👤 Have you obtained copies of their licences held by the employee needed for the job?
- 👤 Did they receive a copy of the [Fair Work Information Statement](#)?

✓ ON THE FIRST DAY

- 👤 Have you got an induction form ready to go through with them?
- 👤 Has the new employee been inducted onto the property through the Safe Station App?
- 👤 Have you introduced the new employee to your other team members?
- 👤 Have you provided the relevant business policies and or procedures (via the Safe Station App)?
- 👤 Does the employee know who to report to?
- 👤 Do they understand their role and how performance will be measured and managed?
- 👤 Do they know their hours of work and how to record?
- 👤 How will they be paid and when?
- 👤 Have you covered *all* workplace policies and procedures with them including how to call in sick, uniforms, social club, social media, anti bullying and harassment, etc.?

✓ AFTER THEIR FIRST WEEK

- 👤 Have you checked in with them to see how they're going – genuinely?
- 👤 Do they have any new questions since starting?
- 👤 Do they feel supported and or need any additional support?
- 👤 Do they have any feedback about their onboarding and how you could have made the lead up to, and their first week even better?