

# INDUCTION CHECKLIST



New Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

## 1. Preparation

---

- Has the supervisor prepared for the employee's arrival?
- Has a person been designated to welcome the employee?
- Has a personnel file been set up?
- Have the work colleagues and all staff been informed?
- Has the staff list been updated?
- Has a training plan been prepared for the probationary period in alignment with their JD?

## 2. Premises and Personnel

---

- Has a tour of the premises been organised, including entry and exit procedures?
- Have introductions to staff and colleagues been organised?
- Has the Safety Induction Program been planned?
- Location of First Aid and safety equipment shown?
- Emergency procedures explained and meeting points shown?

## 3. Induction

---

- Has an overview of the company, its products, services, structure and staff been organised?
- Has an explanation of the job and its relation to the products and services of the company been arranged based on the job description?
- Has familiarisation or basic training on essential equipment or procedures been organised, beginning on day one?
- Has an on-going training program been organised so that the employee is quickly up to speed?
- Has meaningful work been organised for day one?
- Has a review of day one been organised so that the employee can ask questions about the program?

## 4. Employee Policies and Standard Operational Procedures

---

- Has an employee handbook been provided and its contents explained?
- Have policies been provided and explained to cover areas such as discrimination and workplace health and safety?
- Have award provisions been explained?
- Has the employee been advised a Super Choice Form for choice of superannuation fund will be provided within 28 days of them starting work?
- Has the performance review process, the management of diminished work performance and the dismissal processes been explained?

- Have the grounds for dismissal been provided and explained?
- Have work standards and expectations been provided and explained?

## 5. IT Systems

---

- Has an email address been created?
- Has a login username and id been created for the Practice computer system.
- Has a photo been taken and loaded into the Staff Directory

New Employee Signature: \_\_\_\_\_

Date Induction Checklist completed: \_\_\_\_\_

Once this checklist has been completed place in employee's personnel folder.

---

Policies and procedures are just one of the many ways  
Crampton Consulting Group can assist your business.

For a full list of Policies, Procedures, HR documentation and templates available visit us at:  
[www.provetccg.com.au/shop](http://www.provetccg.com.au/shop)

For training options tailored to the veterinary industry visit:  
[www.provetccg.com.au](http://www.provetccg.com.au) and [www.provetlearning.com.au](http://www.provetlearning.com.au)

Alternatively contact us on 07 3621 6005 and speak to one of our friendly team  
about how we can help your business grow.

---