



Employee Induction Checklist

Employee Name	
Start Date	
Position	
Reports to	

First day induction

Explain:

- Nature and structure of the business
- Key roles in the organisation
- Job description, responsibilities and delegations
- Where to find important documentation, e.g. policy and procedure manuals
- Probationary period, objectives and review date
- Working hours and breaks
- Leave entitlements and leave requests/notifications
- Out of hours emergency contacts and procedures
- Salary, allowances and payment arrangements
- Taxation, including completion of required forms
- Superannuation and other deductions, including completion of required forms
- HR policy and procedures
- Health and safety roles, processes, incident reporting and workers' compensation
- Emergency procedures
- Security procedures
- Potential job hazards and mitigation strategies

Show:

- Kitchen, bathroom and other facilities
- Location of first aid facilities
- Locations of emergency exits, fire extinguishers and other emergency equipment

Introduce to:

- CEO
- COO
- Academic Dean
- Registrar
- Co-workers and colleagues

Confirm:

- Access to IT (including email) and other required resources has been activated
 - Listing on website and internal directories, where required
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Review Follow-up

(One week after first day)

- Review work practices and procedures listed above
- Answer and ask questions
- Repeat any training and arrange additional training as required



Australian Graduate School of Leadership

IMIA Centre for Strategic Business Studies

(click anywhere in the table below then press F9 to update it)

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Start Date	
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Inductor Sign-off

I hereby certify that I have explained all policies, procedures and other information contained in this document and have offered an opportunity for the employee to ask me any questions relating to this information:

Conducted by: (name) _____ Date: _____

Signature: _____

New Employee Sign-off

I hereby certify that the employee listed above has explained all policies, procedures and other information contained in this document and offered me an opportunity ask any questions relating to this information. I also declare that I have read and agree to abide by the following policy documents (available from <http://imia.edu.au/reference>):

- Human Resources Policy (including Code of Ethics)
- Information Technology Policy

Employee signature: _____ Date: _____