

# NEW EMPLOYEE ONBOARDING CHECKLIST

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

## PRIOR TO FIRST DAY

- ☐ Issue Employment Contract and Position Description
- ☐ Issue Fair Work Information Statement
- ☐ Issue Choice of Superannuation Form
- ☐ Issue Tax File Number Declaration Form
- ☐ Order business cards
- ☐ Set up relevant IT access including email signatures, passwords etc.
- ☐ Purchase/set up computer, mobile phone, credit card and workstation
- ☐ Arrange Car lease/insurances/log books as applicable
- ☐ Confirm with new employee - start/finish time, parking/transport options etc
  
- ☐ Other:
- ☐ Other:
- ☐ Other:

## WEEK 1

- ☐ Meet the new employee and welcome them to the team
- ☐ Ensure all paperwork has been completed, signed and returned
- ☐ Issue relevant company property such as mobile phone, computer, credit card, car
- ☐ Introduce new employee to other team members/ send welcome email to all remote employees
- ☐ Introduction to key internal and external stakeholders (tailored to specific role)
- ☐ Complete IT access, additional equipment/work station set up and additional equipment
- ☐ Provide access to handbook and company policies for review and signature
- ☐ Enroll in compliance training
- ☐ Complete health & safety induction including responsibilities, duty of care, fire & emergency procedures, evacuation plans, PPE, incident reporting, hazard identification
- ☐ Overview of departmental procedures: shared drives, computer programs, key contacts etc

- ☐ Review role, expectations and targets, encourage questions
- ☐ Re-confirm conditions: Hours of work, breaks, timesheets, pay/leave procedures etc.
- ☐ Schedule regular 1:1 frequency with Manager (weekly/fortnightly)
- ☐ Other:
- ☐ Other:

## WEEK 2-4

- ☐ Share strategic plans – involve new hires in the company's long term goals by describing the overarching goals of the Organization and how their role facilitates the achievement of these objectives
- ☐ Continue weekly/fortnightly 1:1 with Manager
- ☐ Other:
- ☐ Other:
- ☐ Other:

## NEW EMPLOYEE TRAINING REQUIREMENTS

- ☐ Policies & Procedures
- ☐ Workplace Health & Safety
- ☐ Compliance Training
- ☐ Other (generic or job specific)
- ☐ Other:
- ☐ Other:
- ☐ Other:

## MONTH 1 – 3

- ☐ Continue weekly/fortnightly 1:1 with Manager
- ☐ Provide ongoing coaching and on the job training
- ☐ Check that all mandatory training has been completed
- ☐ Set date for Probationary Period Review
- ☐ Discuss individual development plan
- ☐ Complete 3 Month Probationary Period Review
- ☐ Other:
- ☐ Other:
- ☐ Other:

## SUMMARY

The secret to successful onboarding is to give the new employee a sense of belonging and job ownership as soon as possible. Help them feel like they've made the right decision to come on board your organisation and give them the best opportunity to succeed. Most employees simply just want to feel valued, and feel like they are adding value...so champion the onboarding process and you will not just reduce employee turnover, but also build a stronger team culture.