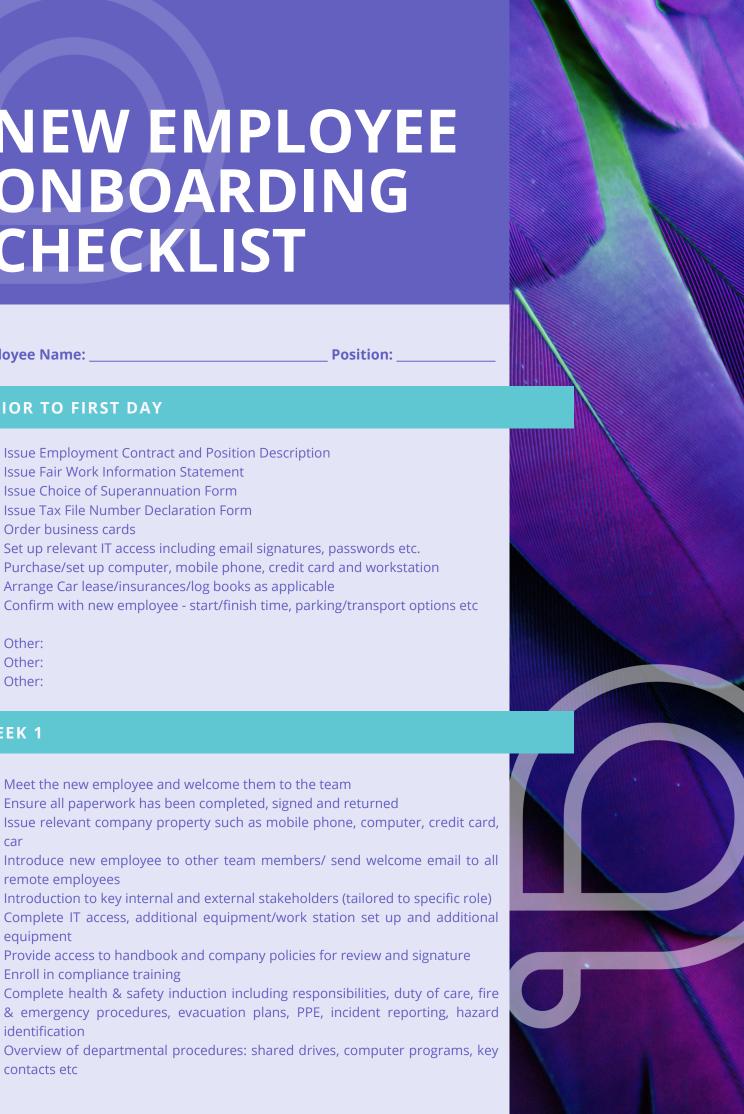
NEW EMPLOYEE ONBOARDING CHECKLIST

Employee Name:	Position:	
PRIOR TO FIRST DAY		
Issue Fair Work Inform Issue Choice of Supera Issue Tax File Number Order business cards Set up relevant IT acces Purchase/set up comp Arrange Car lease/insu	nnuation Form	
WEEK 1		
Ensure all paperwork h Issue relevant companicar Introduce new employ remote employees Introduction to key interpreted in access, and equipment Provide access to hand Enroll in compliance transcomplete health & safe	the and welcome them to the team has been completed, signed and returned by property such as mobile phone, computer, credit card, we to other team members/ send welcome email to all ernal and external stakeholders (tailored to specific role) diditional equipment/work station set up and additional allows and company policies for review and signature aining fety induction including responsibilities, duty of care, fire cares, evacuation plans, PPE, incident reporting, hazard	

identification

contacts etc



Review role, expectations and targets, encourage questions Re-confirm conditions: Hours of work, breaks, timesheets, pay/le procedures etc. Schedule regular 1:1 frequency with Manager (weekly/fortnightly) Other: Other:	ave
WEEK 2-4	
 Share strategic plans – involve new hires in the company's long term goals describing the overarching goals of the Organization and how their r 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:	
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	ve e



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.