

Please fill in the details below:	
New staff member name:	
Staff ID:	
Start date:	
Manager/Supervisor name:	
Buddy's Name:	
Disabilities (if any):	

Before your new employee arrives:

	Preparation	Who is responsible
	Confirm new employee has returned their signed contract and any other related documents (e.g. tax, superannuation www.ato.gov.au/business , staff banking details) to HR and been provided with a Fair Work Information Statement.	
	Contact your new employee, one week before starting date to let them know when, where and who they will meet. If there is a dress code or the new employee is required to bring equipment or information with them be sure to mention this.	
	Email the team to introduce the new employee and advise the new employee's start date.	
	Allocate a Buddy to your new employee.	
	Add your new employee's details to relevant staff e-mail lists and team calendars (e.g. weekly team meetings) and social events.	
	Schedule meetings with relevant stakeholders, systems training and handover meetings and incorporate this information into an induction schedule. Update this information in relevant calendars.	
	Organise building/office access (including after-hours access).	
	Prepare a welcome induction pack. This should include information about your organisation, seating plan, values, up-to-date list of key contacts and their phone/email details, etc.	
	Organise a new employee workstation including a clean desk, chair and provide stationary basics (eg, pens, notepad, stapler, waste paper bin, etc).	
	Organise uniforms and/or safety equipment if necessary.	
	Order a desktop and/or laptop and telephone as needed or arrange transfer of current equipment to be used by your new employee.	



First day:

	Welcome and orientation	Who is responsible
	Take the new employee on a tour around the office space (e.g. toilet, kitchen, first aid, printer, fire exits, and lunch facilities). Provide staff ID card if applicable.	
	Introduce New Starter to their immediate work colleagues, office support staff and to Finance, HR, Marketing, Procurement and IT staff.	
	Familiarise your new employee with the induction website and/or induction welcome pack.	
	Provide an overview of the Organisation Structure.	
	Outline the goals of the team and how these relate to the broader strategic goals of the organisation.	
	Ensure time has been scheduled to complete OH&S (EEO and Sustainability).	
	Demonstrate the use of the telephone system and assist with the setup of voicemail.	
	Reflection catch up end of day one (e.g. with Buddy).	

First week:

	Check-in and follow-up	
	Introduce the new employee to systems for Payroll, Superannuation, Timesheets and Leave. Ensure that emergency contact details and birthdays have been recorded.	
	Room bookings – how to make these.	
	Telephone, Email and Voicemail protocols/etiquette. Ensure the employee directory is updated to include your new employee with their details and phone extension.	
	Emergency procedures, exits etc.	
	Discuss and agree goals and performance expectations with your new employee to achieve within the probation period. Contact your HR representative if you are unsure about how this is done.	Manager /Supervisor
	Explain the induction process and schedule a probation review at three and six or nine months.	Manager /Supervisor
	Discuss a training plan for processes and/or systems relevant to the job role.	Manager /Supervisor
	Email invite sent out to new employee to gain reflections on the onboarding process with particular emphasis on the recruitment and first week of onboarding.	HR
	Notifications from survey actioned (as required).	Manager /Supervisor



3 months:

	Check-in and follow-up	Who is responsible
	Schedule catch-up to review progress, clarify any further questions and provide feedback.	
	Review training plan progress and revise where needed.	
	Review probation progress and revise if required	Manager /Supervisor
	Email invite sent out to survey you and your new employee about your Onboarding experiences with particular emphasis on confirming the suitability of the new employee for the role.	Manager /Supervisor

6 or 9 Months:

	Check-in and follow-up	Who is responsible
	Schedule catch-up to review progress, clarify any further questions and provide feedback.	
	Review training plan progress and revise where needed.	
	Review probation progress and revise if required	Manager /Supervisor
	Email invite sent out to survey you and your new employee about your Onboarding experiences with particular emphasis on confirming the flight risk of the new employee.	Manager /Supervisor

