

New Employee Induction Checklist

(Manager Supervisor please place N/A where necessary)

Name: _____

Position: _____ Date: _____

Date	Induction Topic	Date	Induction Topic
	Welcome		Tour of the Premises and Emergency Evacuation Procedures
	Brief History of the Company		Stores and Supplies Ordering Procedure
	Application Form		Stores and Supplies Location
	Employment as per Contract Letter		Publications/newsletters/journals
	General Terms & Conditions of Employment		Departmental Function and How it Works
	Salary/Wages		Introduction to Colleagues and Buddy Allocation (delete if not used)
	Duties (Refer Job Description)		Customer Service Training
	Probationary Period		Telephone List and How to Answer Calls
	Emergency Contacts		Facilities Offered for People with Disabilities.
	Sick Leave and Reporting Procedures		Cash Register H&L system
	Annual Leave		Cash Handling
	Superannuation Form & Fair Work Information Statement		Eftpos Procedure
	Taxation Form & Bank account Details		Facilities for Breaks and Lunch
	Hours of Employment and Rosters		Desk/Work Area
	Workplace Health and Safety		Business Card Information
	Work place Bullying and EEO		First Aid & General Housekeeping
	Inappropriate Language		Dress Code
	Discrimination in the workplace		Time Keeping, and Punctuality
	Behaviour during workplace parties or change to Drug and alc		Termination

I have had all of the above topics explained to me; including Venue/ Company Name here policies on inappropriate language, workplace bullying, discrimination and the location of copies of these policies. I acknowledge that I have had the terms and conditions of my employment fully explained to me and understand them.

Name of Employee: _____

Signature of Employee: _____ Date: _____

I have fully explained all the above topics with the above named new employee.

Signature of Manager/Supervisor: _____ Date: _____

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