



The Essential Onboarding Checklist for the Not For Profit Sector

Reputation is everything in the Not For Profit (NFP) sector. If an NFP can build a trusted brand that speaks of integrity and credibility, their future is promising. The stronger the reputation, the more attractive the organisation is to work for and do business with, and the more confident government and private sponsors feel funding it.

Nothing impacts an NFP's reputation more than its culture. They are inextricably linked. When employees are aligned and passionately work towards the same mission and purpose, and behave and make decisions according to a set of shared and deeply held values and principles, people on the outside notice.

Importance of Onboarding

A great culture doesn't just happen. It is cultivated over time. Every decision you make shapes your organisation, as does every person you hire to work in it. If you want the essence of your culture to remain the same over time, you need to help every person that joins your organisation understand and immerse themselves in what it means to work for you and be part of your team.

Unlike traditional orientations and inductions, onboarding unfolds over the first 6-12 months of the new hire's time with you. During this period, your new employee is supported with a series of interactive formal and informal training, coaching, information sharing, goal setting, feedback, networking and social interventions, providing a sound foundation for the future.

Sample Onboarding Checklist

The complexity of what needs to be covered off in onboarding will depend on the particular industry and role. When there is a lot of information to cover off and training to keep track of, it can be easy for things to slip through the cracks. This is where a NFP Onboarding Checklist can help. A concise checklist like the sample below, will make sure that important items never get overlooked again.



Employee Welcome Pack

Preboarding welcome

- ☐ Welcome message
- ☐ Confirm start date and time, parking and dress code
- ☐ Staffing announcement

Employment Checks and Documentation

- ☐ Employment contract
- ☐ Bank account details
- ☐ Fair Work Information Statement
- ☐ Job description
- ☐ Tax File Number Declaration
- ☐ Choosing a Super Fund Form
- ☐ Educational qualifications
- ☐ Immunisations
- ☐ Police check
- ☐ Medical check
- ☐ Licences

Provisioning

- ☐ System access
- ☐ Keys/security passes
- ☐ ID photo
- ☐ Staff handbook



Socialisation and Culture

Introductions

- ☐ Meeting with Supervisor
- ☐ Meet the leaders
- ☐ Introductions to team
- ☐ Introduction to buddy
- ☐ Introduction to clients
- ☐ Tour of the facilities
- ☐ Intranet profile

Support Mechanisms

- ☐ Buddy system
- ☐ Professional mentoring program
- ☐ Peer support networks
- ☐ Online resources



Working Arrangements

- ☐ Rosters
- ☐ Breaks
- ☐ Absences
- ☐ Timesheets/Sign-in and Sign-out procedures
- ☐ Resources and general supplies

Social

- ☐ Social club activities
- ☐ Birthdays and anniversaries
- ☐ Special events
- ☐ Industry events/groups
- ☐ Staff morning teas and dinners

Strategic Framework

- ☐ Vision and mission
- ☐ Values
- ☐ Core philosophies
- ☐ Code of conduct

Communication

- ☐ Weekly notices
- ☐ Emails
- ☐ Intranet
- ☐ Online collaboration
- ☐ Peer networks and collaboration
- ☐ Meetings
- ☐ Staff directory and phone numbers
- ☐ Client newsletter
- ☐ Surveys



Performance

Onboarding plan

- ☐ Review and refine onboarding plan with supervisor
- ☐ Set check-in dates
- ☐ Leadership contact

Performance Management

- ☐ Clarification of expectations and responsibilities
- ☐ Goal setting
- ☐ Probation review

Performance Management continued

- ☐ Ongoing performance management
- ☐ Career discussion
- ☐ Disciplinary procedures

Training

- ☐ Computer based modules
- ☐ Professional development opportunities
- ☐ External training/seminars
- ☐ Study support

Compliance

National Legislative Framework

- ☐ Federal laws
- ☐ State based laws

Health & Safety Framework

- ☐ Work health and safety policy
- ☐ Work health and safety system
- ☐ Health and safety committee
- ☐ Health and safety representative
- ☐ First aid officers
- ☐ Fire/emergency wardens

Health and Safety Reporting Requirements

- ☐ Risk assessments
- ☐ Accident and incident reports
- ☐ Non-conformance reports
- ☐ Notification of communicable diseases
- ☐ Hazard reporting
- ☐ Workers compensation claims

Location of Emergency Facilities and Equipment

- ☐ Fire extinguishers, hoses and blankets
- ☐ First aid facilities - first aid kit and room

Hazard Specific Safety Training

- ☐ Manual handling techniques
- ☐ Use of fire equipment

Policies and Procedures

- ☐ Smoke-free workplace



Policies and Procedures continued

- Alcohol and other drugs
- Prevention of workplace bullying and harassment
- Use of information and communication technology (including mobile phones)
- Social media
- Discrimination and sexual harassment
- Diversity
- Workplace rehabilitation
- Risk assessment procedures
- Emergency plan including assembly points, exits and procedures
- Provision of first aid
- Sun safety
- Serious incidents and life threatening medical emergencies
- Use and control of hazardous substances
- Staff grievance procedures
- Responding to client complaints and concerns
- Employee Assistance Program

Overseas Workers

Documentation

- Immunisations for overseas workers
- Passport
- Visa
- Travel insurance
- Language skills testing
- International recognition of skills

Health and Safety

- Post traumatic stress disorder awareness
- Biohazardous agents and infectious diseases
- Personal security in overseas destinations
- Crisis management
- International Employee Assistance Program

Cross Cultural Skills

- Laws history and traditions of destination ports
- Basic language skills for international destinations





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