

The essential employee onboarding and induction checklist





Inducting a new employee into your organisation is full of excitement for both the organisation and the new starter. There's also a certain amount of administration that needs to be completed, and of course you never want to miss an opportunity to make a great first impression.

How do you prioritise your induction processes? Is it about completing the employment paperwork in a timely manner, or giving your new starter the best transition into their new role? Is there a cultural focus in your organisation that needs to be communicated? Or multiple stakeholders who need to be updated on the induction process? Most likely it's a combination of all of these and potentially more.

As you may know, we love to use innovative technological solutions to make your processes fast and efficient... but we can't deny the power of a good paper based checklist, so here's one of our favourites: The employee onboarding and induction process checklist.

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

Provisioning

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



Socialisation and culture

Introductions

- Meeting with manager
- Introductions to team
- Introduction to buddy
- Tour of the facilities
- Intranet profile

Strategic framework

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

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
- Team building events

Communication

- Weekly notices
- Emails
- Intranet
- Online collaboration
- Peer networks and collaboration
- Meetings
- Video conferences and calls
- Staff directories and phone numbers
- Surveys



Performance

Onboarding plan

- Review and redefine onboarding plan with manager
- Set check-in dates

Performance Management

- Clarification of expectations and responsibilities
- Goal setting
- Probation review
- Ongoing performance management
- Career development 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 and 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



Compliance

Health and safety reporting requirements

- Risk assessments
- Accidents and incidents reports
- Non-conformance reports
- Notification of communicable diseases
- Hazard reporting
- Workers compensation claims

Location of emergency facilities and equipment

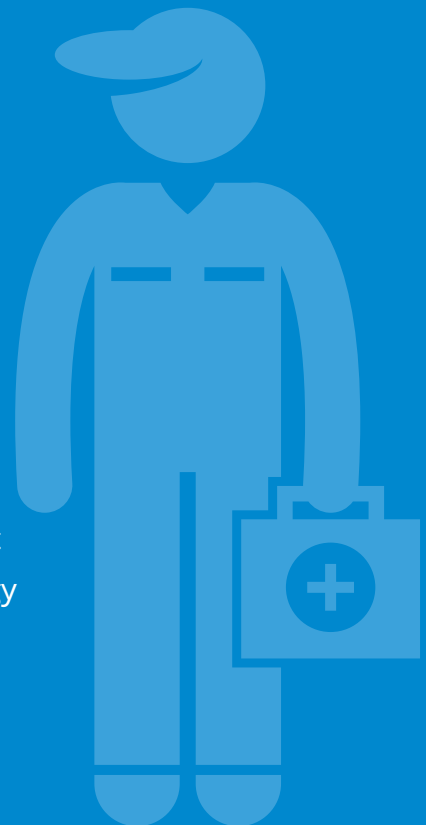
- Fire extinguishers, hoses and blankets
- First aid facilities - first aid kit and room

Hazard specific safety training

- Manual handling techniques
- Use of fire equipment

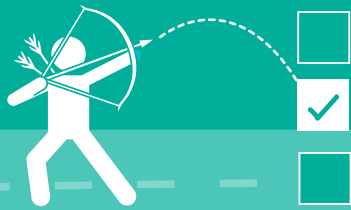
Employee policies and procedures

- Smoke-free workplace
- Alcohol and other drugs
- Prevention of workplace bullying and harrassment
- Use of information and communication technology
- Social media
- Discrimination and sexual harrassment
- Diversity
- Staff grievance procedures
- Workplace rehabilitation
- Risk assessment procedures
- Emergency plan including assembly points, exits and procedures
- Provision of first aid
- Serious incidents and life threatening medical emergencies
- Use and control of hazardous substances



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