

Employee Onboarding Checklist

08 August 2021

Pre-employment Checklist – Prior to Day One

- ❖ Create an Employee Contract
- ❖ Employee and Manager execute the Contract
- ❖ Assemble and Review the Employee Induction Pack
- ❖ Set up Email
- ❖ Arrange PPE gear
- ❖ Develop Employee First Week Agenda
- ❖ New Employee communication to staff

Employee Induction

- ❖ Company overview and strategy
- ❖ Review Position Description
- ❖ Complete Employee Sign up Form
- ❖ Introduction to all staff and learn what each individual does
- ❖ Review H & S Policy and Procedures
- ❖ Review Incident & Accident Reporting
- ❖ Review Emergency Procedures
- ❖ Review Hazard Register
- ❖ Review Safe Work Procedures
- ❖ Employee Provides a copy of Driver's License
- ❖ Employee Provides any Certificates of Training
- ❖ Review Vehicle Policy
- ❖ Welcome morning tea

Post First Day Checklist

- ❖ Review One-on-One and Performance Management process
 - 30 Day Review Meeting
 - 60 Day Review Meeting
 - 80 Day Review Meeting

