

## Employee induction checklist

**Name of employee:** ..... **Start date:** .....

**Job title:** ..... **Full/part time:** .....

Area	Requirements	Sign-off
1) Introduction	<input type="checkbox"/> Welcome and introduction <input type="checkbox"/> Explanation of culture and vision of the business <input type="checkbox"/> Employee personal details completed (see attached) <input type="checkbox"/> Tax declaration form completed	
2) Job description and agreement	<input type="checkbox"/> Remuneration <input type="checkbox"/> Working hours <input type="checkbox"/> Entitlements – sick and annual leave policy <input type="checkbox"/> Staff presentation <input type="checkbox"/> Output expectation <input type="checkbox"/> Responsibilities <input type="checkbox"/> Key task and duties <input type="checkbox"/> Incentive scheme <input type="checkbox"/> Termination and disciplinary process <input type="checkbox"/> Security	
3) Organisation chart and responsibility schedule	<input type="checkbox"/> Who do team members report to and describe the responsibilities of the other employees	
4) Business walk through	<input type="checkbox"/> Office <input type="checkbox"/> Toilets <input type="checkbox"/> Meeting room <input type="checkbox"/> Lunch room <input type="checkbox"/> Workshop <input type="checkbox"/> Spare parts <input type="checkbox"/> Waste disposal <input type="checkbox"/> Car park	
5) Team member introduction	<input type="checkbox"/> Introduce the candidate to the team <input type="checkbox"/> Explain each team member's background and position in the business	
6) Office systems	<input type="checkbox"/> Point of sale and front counter <input type="checkbox"/> Time clock <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Fax	

7) Health and safety	<input type="checkbox"/> Emergency procedures <input type="checkbox"/> Incident reporting <input type="checkbox"/> Operational health and safety (OH & S) issues <input type="checkbox"/> First aid kit <input type="checkbox"/> Safety equipment	
8) Core business processes	<p>New team members need to be coached through core business processes. This will vary depending on their role. Introduce a couple of processes per day. Don't make assumptions. Everyone needs to be taught this workshop's way of doing things:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle servicing procedure</li> <li><input type="checkbox"/> Air conditioning service procedure</li> <li><input type="checkbox"/> General repair procedures</li> <li><input type="checkbox"/> Tools and equipment (location and maintenance)</li> <li><input type="checkbox"/> Job cards completion</li> <li><input type="checkbox"/> Stock control (ordering, receiving, returns)</li> <li><input type="checkbox"/> Invoice preparation</li> <li><input type="checkbox"/> Phone handling</li> <li><input type="checkbox"/> Customer greeting and service standards</li> <li><input type="checkbox"/> Team meetings</li> <li><input type="checkbox"/> Cleaning responsibilities</li> <li><input type="checkbox"/> Opening and closing business</li> <li><input type="checkbox"/> Security</li> </ul>	
9) One month review	<p>Provide feedback after first month of work and ask employee for:</p> <ul style="list-style-type: none"> <li>a) feedback on job experience so far</li> <li>b) ideas the employee might have for improving their job, their department and the company</li> </ul>	
9) Three month probationary review	<p>Provide feedback after first three months of work and ask employee for:</p> <ul style="list-style-type: none"> <li>a) feedback on job experience so far</li> <li>b) ideas the employee might have for improving their job, their department and the company</li> </ul>	