**New Employee Induction Checklist**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **General induction** | |
|  | Introduction to staff members |
|  | Building tour |
|  | New building overview |
|  | Lunch times – not working through – must have a break 30 min once worked 5 hours. |
|  | staff room/coffee |
|  | Lights , Lock-up procedure |
|  | Parking permit |
|  | Key, alarm, security co phone number – |
|  | Lights on and off – on building tour |
| **Documents and paperwork** | |
|  | Policy documents - paper copy provided and signed page returned within 1 week |
|  | Social media policy – signed page returned within 1 week. |
|  | Timesheet – filled out, approved by. |
|  | Job description document |
|  | Tasks and duties document if appropriate |
|  | New employee paperwork- super, tax file, etc. – make sure one person is identified |
|  | Conventions brochure |
|  | Organisational chart document - Michelle |
|  | Evacuation procedure |
|  | Police clearance – must be provided as condition of employment |
| **Other** | |
|  | Computer log-in and server - |
|  | Telephone technique |
|  | Organisational Structure, List of Stakeholders, Board Members etc |
|  | Briefing on Volunteers |
|  | Comp tickets – see policy |
|  | Name badge ordered |
|  | Business cards ordered if required |
|  | Telephone and message bank set up |

***Note:*** *This is a template only. Please customise the content to suit your organisation’s needs. It is recommended that you revert to black font once complete****.***

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