

# INDUCTION CHECKLIST

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

## *Prior to commencing work:*

- ☐ Position Description issued
- ☐ Welcome Statement issued
- ☐ Employee Records Form completed
- ☐ Full Name
- ☐ Address
- ☐ TFN
- ☐ Bank Account
- ☐ Employee's Emergency Contact Details
- ☐ Copies of Licences held relevant to work duties
- ☐ Working Visa (if required) copy of passport and visa
- ☐ A returned, signed copy of the letter of engagement (or employment contract)
- ☐ A copy of the Fair Work Information Statement issued
- ☐ A returned, completed Tax file number declaration form (unless declined by employee)
- ☐ A completed Superannuation choice form
- ☐ Employee Induction booklet (including WH&S policies and procedures) read
- ☐ Appropriate workwear discussed
- ☐ Sun protection policy read

## *On the first day of work (or as soon as practical)*

- ☐ Introduced to other staff
- ☐ Facility and amenities tour completed

Signed & dated by employee: \_\_\_\_\_