



What do I need for my new hire's orientation?

| | Yes | No |
|--|--------------------------|--------------------------|
| Have you sent out an employment contract and offer / welcome letter? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you sent out a new starter pack with TFN Form, Super Choice, Personal Details Form and Bank Details Form? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you called the new hire prior to the start date to let them know that you are very much looking forward to them joining your company? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you received a signed copy of the employment contract back? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you communicated to the team that there is a new employee joining? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you developed an orientation program / schedule? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you organised a suitable workspace which is clean and welcoming with stationery provided, if appropriate? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ordered any IT / phone equipment or numbers? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you confirmed who will be responsible for training the new hire? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you completed any new hire documentation such as payroll set up? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.