

New Hire Induction Checklist – Manager

New Hire's Name		Position	
Manager's Name		Start Date	

Action Required	Timeline to be completed	Completion Date
Prior to start date: -		
Ensure that reference checks and background checks have been completed	Upon verbal acceptance of job offer	
Ensure that 'right to work' status has been checked. You are also able to complete a visa check via Department of Immigration and Multicultural Affairs	Upon verbal acceptance of job offer	
Ensure that employment contract has been drafted, signed and sent.	Day of acceptance of verbal offer	
Ensure the FWA Information Statement has been sent	Day of acceptance of verbal offer	
Send out New Hire Welcome pack	Day of acceptance of verbal offer	
Have received the returned signed employment contract	Prior to start date	
Complete the New Hire Notification form	Day of acceptance of verbal offer	
Set up a personnel file for the New Hire	Prior to start date	
Assign a Buddy	Prior to start date	
Confirm the desk / space assigned has been cleared out and cleaned	Prior to start date	
Place some stationery items on the desk	Day before start date	

Communicate to the business that there is a New Hire starting on agreed date and in which role	On written acceptance <u>or</u> just prior to start date, whichever is more appropriate	
Book the orientation session or deliver the session on the New Hire's first day	On receipt of written acceptance	
Ensure that the buddy has sent welcome email / voicemail and confirm the coffee meeting time for Day 1	Day before start date	
Call Centre or Receptionist notified of New Hire	Day before start date	
Confirm that all IT requirements have been set up, including password, email address, access to systems	Day before start date	
Start Date:		
Formally greet the new hire, including an introduction to new employees and tour of immediate facilities & amenities	Start date	
Familiarise them with their desk, phone and voicemail set up, photocopier and printer	Start date	
Take them to Orientation if this is happening on their first day or walk them through the Orientation presentation	Start date	
Assist them with any paperwork queries such as Superannuation, Personal and Finance Details - New Hires etc.	Start date or Day 2	
Security Card and Photo Id arranged	Start date	
Day 2:		
Explanation of duties and responsibilities. Give the New Hire a copy of their Job Description	Start date or Day 2	
Outline of the training schedule & calendar, if applicable	Start date or Day 2	
Outline Manager & Business expectations regarding attendance, personal conduct and appearance	Start date or Day 2	
Job standards and production / service levels	Start date or Day 2	

Performance Management criteria	Start date or Day 2	
Organisation rules, regulations and policies	Start date or Day 2	
Confirm the contact person for help or questions	Start date or Day 2	
Reporting structure explained	Start date or Day 2	
Ensure that they have had their coffee catch up with their Buddy	Day 2	
Day 3:		
Arrange for coffee meeting chats with each of the heads of departments (optional but a great way to integrate and have effective relations between teams)	Day 3 to Day 5	
Day 5:		
Complete New Hire Integration Survey 1	Day 5	
Day 30:		
Complete New Hire Integration Survey 2	Day 30	
Post Start Date six months:		
Complete New Hire Integration Survey 3	Six month mark	
Signed by:		
Manager Name:		Date:
* Please place copy on New Hire's personnel file.		