



**Wollongong
Office**

Australian Hardware

Employee Induction Checklist

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This checklist is used to guide the induction process for new employees. Once the induction checklist is completed, both the supervisor and new employee should sign-off as it is completed. The completed checklist will form part of the new employee's training records.

Name: Starting date:

Position: Reviewed by:

Supervisor: Reviewed date:

Department:

Item	Responsible officer	Completed (sign-off and date)
Introductions		
Hand out new employee folder, payroll documents and organisational policies	Induction manager/supervisor	
Introductions to all staff.	Manager/Supervisor of induction	
Role, Responsibilities & Performance Expectations		
Position description	Manager/Supervisor of induction	
Work plan/performance expectations	Manager/Supervisor of induction	
Performance evaluation	Manager/Supervisor of induction	
Reporting relationships.	Manager/Supervisor of induction	
Organisational Overview		
History of the organisation	Manager/Supervisor of induction	
Organisational structure	Manager/Supervisor of induction	
Mission, values and relevant areas of business plan/objectives.	Manager/Supervisor of induction	
Office Facilities & Equipment		

Item	Responsible officer	Completed (sign-off and date)
Bathroom, kitchen, use of photocopier and phone system	Manager/Supervisor of induction	
Introduction to email, electronic filing, internet use, intranet, Australian Hardware templates, virtual help desk, hard copy filing procedures	Manager/Supervisor of induction	
IT system set up, log on and password.	Network Systems Administrator	
HR/IR Policies, Conditions of Employment and Organisational Policies		
Terms and conditions of employment	Manager/Supervisor of induction	
HR/IR policies.	Manager/Supervisor of induction	
Meetings with Specialist Staff for Briefings on Their Subject Areas		
Brief meeting with store general manager	Store GM, Harry Rosenberg	
Overview of Australian Hardware's product areas	Managers of specific product areas	
Telephone system.	Admin. Support Officer/Reception	
Policies, Procedures & Forms		
<ul style="list-style-type: none"> • Code of conduct 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Computer security 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Confidentiality 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Conflict of interest 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Copyright 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Dress code 	Manager/Supervisor of induction	

Item	Responsible officer	Completed (sign-off and date)
<ul style="list-style-type: none"> Equal employment opportunity (EEO), harassment and discrimination 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Electronic communications 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Employee details form 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Financial delegations and accountabilities 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Grievance and complaints 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Health and safety 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Performance management policy and guidelines 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Privacy 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Procurement 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Staff remuneration and performance appraisal 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Staff training and development 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Staff travel 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Statement of values 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Time in lieu 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Work from home 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Tax file number declaration 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Choice of superannuation fund information and application form 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> Leave application form 	Manager/Supervisor of induction	

Item	Responsible officer	Completed (sign-off and date)
<ul style="list-style-type: none"> • Australian Hardware organisational chart 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • List of board directors 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Latest internal telephone directory 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • List of industry acronyms 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Emergency evacuation procedures 	Manager/Supervisor of induction	
<ul style="list-style-type: none"> • Office security and office keys. 	Manager/Supervisor of induction	

I have received the information and participated in the activities checked above. I understand employment duties and the conditions of my employment.

Employee:

Date:

Supervisor:

Date: