**Guide for a New Employee Induction**

Supporting Human **Resources**

The Induction process is an important step in welcoming new employees. New starters can often feel overwhelmed by a new workplace, so it is vital to have a process in place to ensure they settle in smoothly and feel welcome. This is a key opportunity to give the new starter a positive impression and show them how their role is important to the organisation and its goals.

**There are four main induction activities**

1. Collection of mandatory information: ATO number, superannuation choice form etc.
2. Giving the employee information about your organisation and their job– staffing structure, reporting lines, job description and main tasks
3. Clearly outlining the terms and Conditions of Employment – pay, superannuation, leave and other entitlements
4. Providing guidance on Workplace Health and Safety

This guide addresses the first 3 items only. A second separate guide is provided to assist with the Workplace Health and Safety Induction.

The information contained in this Guide is general in nature and does not constitute legal advice. It is based on information provided by Fair Work Australia Ombudsman. You will need to add details specific to your workplace.

**Prior to your employee starting work**

Ensure you have:

* Told the employee before their first day where, when and who they should report to and whether they need to bring any tools or equipment
* Organised building and IT access
* Organised uniforms
* A returned, signed copy of the letter of engagement (or employment contract)
* A tax file number declaration form for the new employee to complete
* A Superannuation choice form for the new employee to complete
* A form on which the employee nominates their bank account to receive wages/salary
* The employee’s emergency contact details form for the new employee to complete
* A copy of any licences held by the employee needed for the job e.g. Drivers Licence, Forklift Licence
* If a working visa is required – a copy of the employee’s passport and visa – you may need to do a visa check before they start
* If your organisation falls under the Federal Industrial system, a copy of the Fair Work Information Statement

**On the first day**

Orientation and housekeeping:

* Introduce the new employee to other staff
* Show the new employee the kitchen/meal room, toilet facilities and where to put personal items
* Show the employee key safety features : the fire extinguishers, first aid kit, the emergency exits and assembly points.
* Show the designated smoking areas (if any)

Give the employee

* Copies of relevant business policies or procedures e.g. codes of conduct and work health and safety policies or procedures.
* Copies of the forms the employee must receive and complete

Discuss:

* The history of the business and its purpose, vision & values
* Who the employee reports to
* The employee’s duties and what training will be provided
* Performance expectations and when and how performance will be reviewed
* What training and development they will receive
* Hours of work and your organisation’s procedure for recording hours of work
* Meal breaks
* The applicable award or enterprise agreement, and where to find a copy
* The payment method, first pay date and how payslips are distributed
* Any workplace policies and procedures including:
* Uniform or dress code (if any)
* Procedure if the employee is sick or running late
* Procedure for applying for leave
* Rules regarding personal calls, visitors and/or use of social media at work
* Any bullying, harassment and anti-discrimination policies.
* Introduce their ‘buddy’, if you have a buddy system in place

**Complete a workplace health and safety induction**

* Completed a workplace health and safety induction (see separate form)

**At the end of the first week**

* Check in with the employee to make sure they have settled in and give them the opportunity to ask any questions.

**At the end of the second week**

* Check in with the employee to make sure they have settled in and give them the opportunity to ask any questions.

By signing, confirm all identified tasks have been covered and all questions answered.

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| --- | --- | --- |
| **Manager / Supervisor:** | Signature: | Date: |
| **New employee:** | Signature: | Date: |

**For more information about what you need to know when hiring a new employee and inducting new staff see Fair Work Australia’s hiring employee’s online learning course at fairwork.gov.au/learning .**

*Reference: https://www.fairwork.gov.au/tools-and-resources/templates*