

## Appendix one

### INDUCTION CHECKLIST

#### Prior to the new employee starting work

Start planning early for your employee's first day, as there are a few things you'll need to organise.

#### Ensure you have:

- told the employee before their first day where, when and who they should report to
- Organised building and IT access
- a returned, signed copy of the employment contract
- a completed Tax file number declaration form (unless declined by employee)
- a completed Superannuation choice form
- the employee's bank account details
- the employee's emergency contact details
- a copy of any licences held by the employee needed for the job e.g. Drivers Licence
- given the employee a copy of the [Fair Work Information Statement](#) to sign and return
- if a working visa is required – a copy of the employee's passport and visa

#### On the first day (or soon after)

To ensure your employee gets off to a good start, it's important that they feel welcomed, well-informed and equipped to do their job.

#### Orientation and housekeeping:

- Introduce the new employee to other staff
- Show the new employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.)

#### Ensure you have:

- given the employee access to Metavision's policy framework
- discussed:
  - the history of Metavision and its role
  - who the employee reports to
  - the employee's duties and training provided
  - performance expectations and the annual performance review
  - hours of work and the 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
  - workplace procedures including:
    - procedure if the employee is sick or running late
    - procedure for applying for leave
    - protocol regarding personal calls, visitors and/or use of social media at work
- completed a workplace health and safety induction