

4_Staff Induction Form

ID:0 | 17/10/2019 |

Recipient: Carol Connelly | CONNELLY J

* **Mandatory fields** |

1	Guest Info		
	Full Name *	Email Address *	
2	EMPLOYEE DETAILS		
	Given Name:	Surname:	Employment start date:
	Position/Job:	Manager/Supervisor:	Department/Section:
3	PAYROLL		
	Payroll <input type="checkbox"/> Payroll Employee Form <input type="checkbox"/> ATO Tax File Number declaration <input type="checkbox"/> Blue Card form and two forms of ID <input type="checkbox"/> Superannuation Standard Choice form and letter of compliance <input type="checkbox"/> Employee Details Form <input type="checkbox"/> Copy of teacher registration <input type="checkbox"/> Statements of service (if applicable) <input type="checkbox"/> Pay arrangements <input type="checkbox"/> Union membership and award conditions		
4	IT		

Completed
 Not Selected YES NO

IT

- Device Laptop/Desktop
- Mobile /Phone
- Account Details

Completed

- Not Selected
- YES
- NO

ADMINISTRATION

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Administration:

- Photo
- Badge
- Update Contacts
- Welcome Memo

Completed

- Not Selected
- YES
- NO

INDUCTION PROCESS

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Who we are:

- The structure
- Areas and Campuses

Staff and Roles:

- Pastoral Care Dean
- Supervisor(s)
- Co-workers
- Health and safety representative(s)
- Fire/emergency warden(s)

Employment conditions:Save Question

- Name of award or agreement (if relevant)
- Job description and responsibilities
- Leave entitlements
- Notification of sick leave or absences
- Out of hours enquiries and emergency procedures
- Time recording process (if applicable)
- Work times and meal breaks

Completed

- Not Selected
- YES
- NO

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SYSTEMS

Systems:

- Online Training

- Groups/Authority/Levels
- Processes/Helpdesk

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INDUCTION PROCESS CONTINUED**Health and Safety administration:**

- Consultative and communication processes including employee health and safety representatives
- Hazard reporting, including where to find forms
- Incident /accident reporting procedures, including where to find reporting forms
- Hazards of work
- Policy and procedures
- Roles and responsibilities
- Employee assistance program (EAP)
- Workers compensation claims
- Emergency plan, procedures, exits and fire extinguishers
- First aid facilities such as the first aid kit and room
- Information on workplace hazards and controls

Security:

- Security pass, alarm codes and keys
- Personal belongings

Work environment:

- Car parking
- Eating facilities
- Phone calls and message collecting system
- Washing and toilet facilities
- Work station/Area

Induction Training:

- Code of Conduct
- School Ethos
- On the job training in safe work procedures
- Job-specific training

Review:

- Repeat any training required or provide additional training
- Review work practices and procedures with the worker
- Ask and answer questions

Comments /follow up action:

INDUCTION ACKNOWLEDGEMENT

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Conducted By

Date:

dd/mm/yyyy

Employee Name:

Date:

dd/mm/yyyy

Controller - Role

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Select HR Officer

PRESET ▼

Finalise Induction Checklist

Acknowledged