EMPLOYEE ONBOARDING CHECKLIST

Hiring process

Onboarding is a lot easier when you hire the right candidate to begin with.

- Ensure you have created an advertisement with a clear job description.
- Be clear about realistic opportunities for advancement to attract motivated and experienced candidates.
- Ensure skills match your expectations with pre-employment testing. (e.g. job knowledge, computer literacy, emotional intelligence).

Prior to your employee starting

Ensuring everything is organised on time will set both parties up for success.

- Organise a letter of engagement or employment contract and have it signed.
- Brief current staff and appoint a mentor.
- Ensure employee is aware of their start day, time, dress code, break times and who they'll report to.
- Organise building and IT access.
- Order uniforms if necessary.
- Ensure you have received your new employee's:
  - ☐ Tax file number declaration
  - ☐ Superannuation details
  - ☐ Bank account details
  - ☐ Necessary licenses
- If a working visa is required, ensure you have a valid copy of your new employee's **visa and passport.**
- If a working visa is required, ensure you have undertaken a **VEVO check.**

Consider streamlining your onboarding.
All points with the Microkeeper logo can be automated in our platform.

On the first day

This is it, the big day has finally arrived, your new hire is joining the team!

- Take your employee on a tour of their new workplace. Introduce them to their new colleagues and their mentor.
- Make your new team member feel extra welcome with a little gift.
- Point out these key places on-site:
  - parking
  - kitchen / break room
  - toilets
  - space to store personal items
  - emergency exits and assembly point
- Make sure you've provided the employee with copies of relevant documentation including:
  - code of conduct
  - health and safety policies
  - environmental policies
  - bullying, harassment and anti-discrimination policies
  - relevant enterprise agreement
- Make sure you've discussed:
  - the history of the business and it's short and long term goals.
  - who the employee reports to and possible mentors/buddies.
  - hours of work, break times, leave, flexibility and relevant policies.
  - how to record time and attendance
  - the payment cycle, next pay date and how payslips are distributed
  - role description, KPI's, training and performance reviews
  - role-specific rules and policies

Ongoing

Onboarding doesn't finish after the first day, it's an ongoing process.

- Have regular catch-ups with your new employee to find out if they need further help.
- Celebrate success along the way.