

Dashboard \ Induction checklists

Pre & commencement induction checklist - Employer

Purpose of this checklist

The purpose of this checklist is to ensure appropriate preparatory action is taken before a new Employee commences and to ensure an effective induction process is conducted and completed.

Related documents

The following Guidelines should be used to assist with the completion of this form.

- [Induction guidelines](#)

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Employee details	
Name	Miss Cloe Clement

Position details	
Position title	Educator (Diploma)
Service	Coolamon School of Early Learning - 136 Coolamon blvd, Ellenbrook, WA 6069, Australia
Team/department	
Employment status	Part time
How many hours?	17
Employment type	Permanent

Employment type	Permanent
Hours and Days of work (if required)	As per roster between the hours of Monday to Friday 6.30am to 6.30pm
Manager	Sarah Levey - Centre Director

[Guideline](#)

The following actions and information are required to occur **prior** to a new Employees commencement.

Pre commencement	
Documentation distribution - system	
Starter pack sent	Yes
Set-up	
IT account/s including login, email account, web access *	
Answer: Yes	
Computer equipment requirements *	
Answer: Yes	
Mobile phone *	
Answer: Yes	
Landline *	
Answer: N/A	
Workstation is available in the office *	
Answer: N/A	
Security requirements *	
Answer: Yes	
Business cards *	
Answer: N/A	

The following actions and information are required to occur on a new Employees commencement.

On commencement - Documentation

Documentation completion - system - document packs

Name	Employee		Manager
	Read	Signed	Signed
IFA - Children's Services			
Form - Part Time Flexibility Agreement	✓	✓	✓
Individual Flexibility Agreement - Children's Services Award	✓	✓	-
Permanent (Award) - Coolamon - Education & Care Services			
Code - Fair Work Information Statement	✓	✓	-
Form - Employee Banking Details	✓	✓	-
Form - Superannuation Standard Choice	✓	-	-
General Terms & Conditions (Education & Care) - Permanent (Award)	✓	✓	-
Information - Coolamon Employee Handbook	✓	✓	-
Information - Coolamon Health and Safety Handbook	✓	✓	-
Information - Welcome Handbook (Education & Care Services)	✓	✓	-
Letter - Pre-Employment Health Declaration	✓	✓	✓
Letter of Offer (E&CS)	✓	-	-
Policy - Code of Conduct (Education & Care Services)	✓	✓	-
Policy - Confidentiality and Privacy (Education & Care Services)	✓	✓	-
Policy - Drug, Alcohol and Smoking (CG)	✓	✓	-
Policy - IT, Internet, and Email (Education & Care Services)	✓	✓	-
Policy - Learning & Development (Education & Care Services)	✓	✓	-
Policy - Performance Development (Education & Care Services)	✓	✓	-
Policy - Performance Review (Education & Care Services)	✓	✓	-
Policy - Respect (Education & Care Services)	✓	✓	-
Policy - Social Media (Education & Care Services)	✓	✓	-
Policy - Telephone (Education & Care Services)	✓	✓	-
Policy - Workplace Health and Safety Statement (Education & Care Services)	✓	✓	-

Documentation completion - system - individual documents

Name	Read	Employee		Manager
		Signed	Visible	Signed
Form - Part Time Flexibility Agreement	✓	✓	✓	Approved
General Terms & Conditions (Education & Care) - Permanent (Award)	✓	✓	✓	-
Individual Flexibility Agreement - Children's Services Award	✓	✓	✓	-
Letter - Pre-Employment Health Declaration	✓	✓	✓	Approved
Letter of Offer (E&CS)	✓	-	✓	-

Documentation completion - paper based

Banking & superannuation *

Answer: Yes

Tax file number declaration *

Answer: Yes

On commencement - Initial briefing

About the employee's team

Team function *

Run through the employee's team, and the manager's own team if different, including the organisational and reporting structure.

Answer: Yes

Team Introductions *

Introduce the employee to colleagues in their team and other relevant teams.

Answer: Yes

Management style and access *

Explain who the employee can direct questions or concerns to and when.

Answer: Yes

Team targets/Key Performance Indicators *

Discuss the focus areas for the team during the next three to six months, including how these connect to the new employee's role.

Answer: No

Culture & employment

New employee's role *

Explain the Position description, expectations and requirements of the new employee. This document should have already been provided.

Answer: Yes

Individual targets/Key Performance Indicators *

Discuss the quality improvement plan and focus areas for the employee during the next three to six months.

Answer: Yes