Employee Onboarding Checklist

Employee Name: _____   **Commencement Date:** _____

This document is to be used to ensure new employees are provided with and provide us with all compliance and statutory requirements.

Documents required from the interview process:	Received
☐ Resume	☐
☐ Interview notes (2 interviewers)	☐
☐ Reference checks (2 referees)	☐
☐ Qualification documents	☐

Documents to be issued & completed prior to issuing Contract:	Received
☐ Letter of Offer & Acceptance	☐
☐ Personal Details	☐
☐ Superannuation Standard Choice Form	☐
☐ Tax File Number Declaration	☐
☐ Code Of Ethics & Conduct	☐

Documents to be issued & completed on receipt of the above documents:	Received
☐ Employment Contract	☐
☐ Position Description	☐
☐ Employee Handbook	
☐ Fair Work Information Statements	☐
☐ Pool Vehicle Policy (Office Team Only)	
☐ IT Policy (Office Team Only)	
☐ Child Safety Policy	
☐ Child Safety Reporting Flowchart	
☐ Duty of Care Policy	
☐ Salary Sacrifice Agreement	
☐ EAP Details	

Compliance items required prior to commencement of the first shift:	Received
☐ Drivers Licence	☐
☐ ID Photo (for Employee ID Card)	☐
☐ Provide CPR Certificate	☐
☐ Provide First Aid Certificate	☐
☐ NDIS Worker Screening Check	☐

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- [ ] Comprehensive Vehicle Insurance   [ ]
- [ ] Working With Children Check Card   [ ]
- [ ] Confirmation (screenshot) that WWC Check has been updated to include us as an organisation the employee is responsible to   [ ]

Headway Staff Portal Set-Up   Received

- [ ] Request Staff Portal Login

Compliance Items Required from Staff Portal:

- [ ] NDIS Worker Orientation Module Certificate   [ ]
- [ ] Headway Induction Certificate   [ ]

Brevity Setup

- [ ] Employee record created
- [ ] Mobile App and Login provided
- [ ] If Support Coordinator, then advise SC Assist to link to participants
- [ ] Working Days and Times (Permanent workers only)

Payroll Setup (advise by email)

- [ ] Commencement date & signed contract provided

Edcomp IT Setup (send a request by email for requirements)

- [ ] Email address required – Distribution lists / Laptop setup / Computer profile required
- [ ] QMS Access – level required _____

Admin Setup

- [ ] Mobile phone required - #_____
- [ ] Business cards required

Completed By: _____ **Date:** _____

Document to be uploaded and stored in Employee file in QMS