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	☐
☐ Right To Work (Source) Document	☐

Documents to be issued & completed prior to issuing Contract:	Received
☐ Letter of Offer & Acceptance	☐
☐ Pre-Employment health declaration	☐
☐ Position Description	☐
☐ 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	☐
☐ 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)	☐

Employee Onboarding Checklist

- ☐ Provide CPR Certificate ☐
- ☐ Provide First Aid Certificate ☐
- ☐ NDIS Worker Screening Check ☐
- ☐ 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)

Risk Assessed Roles

- ☐ Risk-assessed role spreadsheet updated

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