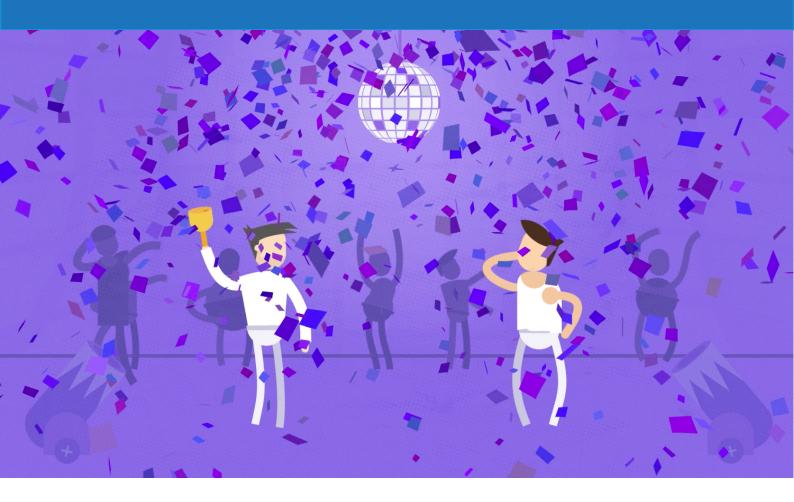




Engage new hires. Set HR free.



Employee Induction Checklist

A solid program not only bridges the gap between candidate experience and employee experience, it acts as a catalyst for employee satisfaction and retention.

- Bersin by Deloitte





Engage new hires. Set HR free.

Onboarding - Collect Details

Personal Details

First Name

Surname

Email Address

Mobile Number

Address

Emergency Contacts

Position Details

Position

Department

Hiring Manager

Employment Details

Employment Type

Employment Status

Start Date

Base Salary

Commission

Superannuation Rate

Total Remuneration

Contract Specific

Drivers License Check

Passport Check

Probation Period

Termination Notice Period

Medical Check

Credit Check

Work Rights Status

Eligibility Check

Super Choice/KiwiSaver Details

All items marked in blue can be fully automated with our employee onboarding and induction tool,

HROnboard.





Onboarding - Documents & Contracts

Documents to send

Employment Contract Employee Handbook Office Details Company Overview Policies & Procedures

Offer and Policy Acceptance

Contracts signed and returned Policies signed and returned

Onboarding - Provisioning & Communication

Payroll

Payment details added to system

IT

Computer setup
Phone setup
Software installed
Peripherals needed (headset, USB WiFi)
Logins setup
Email Address setup

Provisioning Team

Desk allocated Office phone setup

New Employee

Office directions provided
Who to report to on Day 1
Tools or equipment required for Day 1
Dress code





Engage new hires. Set HR free.

Induction - Day 1

Meet and Greet

Colleagues

Managers

Supervisors

OHS/Safety officers

ΙT

Payroll

Connect with colleagues on LinkedIn

Workplace Tour

Fire escapes

Meeting rooms

Departments

Employee's work area

Kitchen/Tea room

Bathrooms

First aid facilities

Business Information

General introduction

Annual reports

Business plans

Marketing materials

Org Charts

Company directory

Training

Safety courses and checks

Product/service knowledge training related to your organisation

"What I do" introductions with key personnel

Buddy or mentor allocation with a more experienced employee

Feedback & Direction

Create a detailed induction task list for the new employee to refer to

Does the new employee have any questions?

Does the new employee know who to talk to if they have further questions?





Induction - Ongoing

Probation

Clear expectations set about probation period duration and requirements Regular probation reviews scheduled Clear performance goals set

Training

Personal development Job-related courses scheduled Product-service related courses scheduled

Career Planning

Successors planned for the employee's role Career plan communicated and developed with the employee Requirements for promotions and transfers communicated Regular career reviews scheduled

Performance reviews

Scheduled and communicated Rewards and remuneration packages clearly defined





Prefer to automate the checklist?

HROnboard allows you to complete all of the checklist items marked in blue automatically.

You'll save time.

You'll never miss a step.

You'll engage your new employees from Day 1 and setup them up for long term success at your organisation.

To find out more, contact us at info@hronboard.me