



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

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

Induction - Day 1

Meet and Greet

- Colleagues
- Managers
- Supervisors
- OHS/Safety officers
- IT
- 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