GUIDANCE:

All new Employees should participate in an Onboarding Process which provides them with information on topics which include:

- Roles and Responsibilities,
- Stakeholders (internal and external),
- the Company's Mission, Vision, Values, and
- the Company's Culture and Strategy.

The Onboarding Process typically consists of information relevant to the Employee's daily life and should include:

- Contract and documentation management,
- Provision of tools, resources, and system access,
- Orientation meetings with stakeholders to learn about other functions/departments/divisions and to build meaningful relationships,
- Learning & Development programs, and
- Policies and processes.

This Onboarding Checklist addresses the contract and documentation management process and provides guidance on elements which should be considered for Orientation meetings and learning opportunities. The person/s responsible outlined in the checklist may differ in your organisation – please feel free to adapt as required.

The most effective Onboarding Process takes place over the course of 3 to 6 months, feeding bite-sized chunks of information over time. While it may seem counter-intuitive to get a new Employee up to speed over that amount of time, the danger in overloading them with too much information is it will not be retained.

Please also consider revisiting elements of the Onboarding Process for existing employees promoted to management positions or changing department/divisions, or when Company strategy changes substantially.

Need support?

We can develop end-to-end Onboarding Programs and a variety of people solutions to suit your organisation and business needs. At Yasmin Sethi Consulting, we partner with you to develop business solutions which are relevant and add significant value to your organisation.

Contact us today: ysethi@yasminsethi.com
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PRE-EMPLOYMENT:

Action Item	Responsible	Date Completed	Signature
Pre-employment checks conducted	P&C Team		
Employment Contract • Terms agreed • Contract & New Starter pack sent to New Hire • Signed Contract and forms returned • Data entered into HRIS and provided to Payroll • Documents placed on personnel file	P&C Team		
New Starter Announcement shared with all parties	Marketing/Manager		
Tools, Resources and Systems: • Hardware • Software • Access/Licences	P&C – submit requests IT – delivery & update Asset Register		
Office/Desk/Stationery: • Allocated desk space/office • Security access, passes & alarm codes • Business cards	Admin/Office Manager		

WORKPLACE HEALTH & SAFETY:

Action Item	Responsible	Date Completed	Signature
Site Orientation: • PPE, Fire Safety & First Aid Equipment • Emergency Assembly Point & Exits • Safety Officers including First Aid, Fire Warden	WH&S Officer/ Representative for Site		
WH&S Policies & Procedures	WH&S Officer		
Risk and Incident Management processes	WH&S Officer		

PAYROLL:

Action Item	Responsible	Date Completed	Signature
Employment details entered into Payroll system	Payroll Officer		
ESS/Timesheet access	Payroll Officer		
Payroll dates	Payroll Officer		
Superannuation choice, deductions, corporate giving	Payroll Officer		
Leave management process	Payroll Officer		

COMPANY ORIENTATION:

Action Item	Responsible	Date Completed	Signature
Company History	P&C Team		

Introduction to Mission, Vision, Values	P&C Team		
Strategic Plans & Financial Targets overview	P&C Team		

Organisational Structure overview
 	
    • Functions, Departments, Divisions
    • Senior Management Team/Board of Directors
	P&C Team		

ORIENTATION INTRODUCTIONS:

Action Item	Responsible	Date Completed	Signature
Supervisor/Manager	P&C Team		
Shared Services Team (Finance, P&C, IT, Admin)	P&C Team		
Functional/Departmental Team	Team Lead/Manager		
Senior Management/Board representatives	Team Lead/Manager		
Overview of Teams, Departments and Divisions	Relevant Manager		

P&C:

Action Item	Responsible	Date Completed	Signature
Key Policies & Procedures	P&C Team		
Employee benefits, discounts	P&C Team		
Rewards and recognition	P&C Team		
Performance Management Program	P&C Team		
Learning & Development Programs	P&C Team		
Career Pathways	P&C Team		
Peer Recruitment Program	P&C Team		

COMMUNICATIONS:

Action Item	Responsible	Date Completed	Signature
Email & IM etiquette	P&C Team		
Employee newsletters	P&C Team		
Company & Team meeting schedules	Team Lead/Manager		

CONDITIONS OF EMPLOYMENT:

Action Item	Responsible	Date Completed	Signature
Position Description	Team Lead/Manager		
Expense reimbursements	Team Lead/Manager		
Probation Period	Team Lead/Manager		
Initiate Performance Management Program and schedule 1-to-1 meetings	Team Lead/Manager		