

Staff Member: _____

Position: _____

Commencement Date

Pre-Arrival	Person Responsible	Date Completed
Confirm start date & discuss start time		
Complete Payroll/IT form for Administration Manager		
Inform receptionist & team members of start date		
Schedule appointments with key staff		
Determine who is greeting employee & giving tour		
Set up employee's desk, telephone, PC & email, security access		
Day 1		
Tour of office		
Ensure all paperwork returned and discuss if necessary – letter of offer, tax, payroll, next of kin & super forms		
Overall company structure, vision and mission & organisational chart		
Overview of the Division		
Go through induction pack		
Flexi standards and general items		
PC set up		
Flexi website		
Document index		
Email		
Overview of CRM		
Planning calendar		
Location of all relevant information/ equipment		
Reception overview		
Interview and testing documents		
Testing software		
OH&S testing		
Photocopier, fax machine, printer, shredder etc		
Room bookings		
Ordering stationary		
Other general administration items		
First week		
Overview of business units: <ul style="list-style-type: none"> • Administration • Accounting • Manufacturing 		

HR Policies		
Operations Manual		
Clarify role and responsibilities		
Job performance expectations, standards and measurements		
Overview of budgets, targets and bonus system		
Overview of probation process		
Informal catch up to discuss first week		
First month		
Site visit to other office locations		
Discuss how induction program going		
Discuss performance & address discrepancies		
Three months		
Meeting to discuss performance & address discrepancies		
Obtain feedback on induction program		
Discuss upcoming goals of employee and team		
Six months		
Meeting to discuss performance		
Confirm permanency, extend probation or terminate		
Complete induction checklist		
Inform all staff of successful completion of probation		

Employee's signature: _____

Date: _____

Manager's signature: _____

Date: _____