

Induction and Documentation checklist

Contract/letter of engagement signed.
Contains details of:

- Remuneration
- Dispute resolution (systems manual)
- Resignation/termination
- Entitlements (annual, sick, long service leave)
- Job description
- Performance objectives
- Start and finish date
- Probation period
- Supervisor
- Counselling policy (systems manual).

Following details completed
on commencement:

- Superannuation form
- Tax declaration
- Bank account details
- Security code
- Keys to building
- List of contacts given, including after-hours contact for manager, directors and other staff
- Confidentiality agreement
- Company policies (written or verbal)
- Time-keeping procedures
- Amenities.