

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)

The 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