

# Staff Induction Tools

## Staff Induction Checklist

<b>Full Name:</b>	
<b>Staff Number:</b>	
<b>Date commencing work:</b>	
<b>Instructions</b> <p>New staff members are to actively participate in induction programs and procedures and seek out information rather than waiting for it to be provided to them. Active participation includes reviewing Watto Training's policies and procedures carefully, taking responsibility for their own preparation to commence their duties and seeking clarification to uncertainties.</p>	

### BEGINNING

Pre-Induction tasks	Tick
<input type="checkbox"/> Signed Contract/Offer of Employment	
<input type="checkbox"/> Bank details, superannuation details, tax file declaration	
<input type="checkbox"/> Assigned Desk, furniture, stationary and equipment	
<input type="checkbox"/> Laptop/Computer and accessories (bag, mouse etc.) prepared (see PC set-up checklist)	
<input type="checkbox"/> Vehicle if required prepared	
<input type="checkbox"/> Keys, cards and access provided if required	
<input type="checkbox"/> Documents verified and stored (TAE, Certificates, resume etc.)	
<input type="checkbox"/> Business cards and name badge assigned	

**1ST DAY**

Induction task	Tick
<input type="checkbox"/> General induction completed	
- Power point	
- Forms and processes for leave, illness etc.	
- Facility tour completed	
- Work hours (start, end, break etc.)	
- Payday and allowances	
- Emergency evacuation	
- Safety issues	
- Toilets, local shops and facilities	
- After hours entry and exit procedures	
- Assigned mentor, managers etc.	
- Position, tasks and responsibilities allocated	
- KPIs allocated	
- Professional development discussed including performance management process	
Other:	
<input type="checkbox"/> Personal computer induction including signature, security (emails), backup etc.	
<input type="checkbox"/> SMS induction	
<input type="checkbox"/> Vehicle induction	
<input type="checkbox"/> Assessment induction:	
- Overview of assessment structure	
- Units and training package	
- Strategy and admin pack	
- WPL info pack	

- Common issues with WPL	
- Collection and storage of evidence	
- Assessing at the correct AQF level	
- Benchmark answers	
- Writing comments	
- Conduct Moderation on at least 5 assessment items	
- RPL process	
<input type="checkbox"/> Learning materials' induction:	
- Overview of learning materials	
- LMS structure, session plans and items	
- Lesson and workshop planning	
- Learner guide walk through	
<input type="checkbox"/> Admin processes induction:	
- Engagement meeting	
- Engagement Officer	
- Withdrawals and extensions	
- Behaviour issues	
- Student handbook and common issues	
- Student attendance	
- Back-up, security, storage, nomenclature	
- Judgement tools	
- Answering emails (academic questions)	
- Answering phone enquiries	
- Organising, recording, conducting WPA	

This form is to be completed and signed by the new staff members and their supervisor. It is to be handed to the Chief Executive Officer on completion of the induction program during the scheduled meeting.

By signing this induction checklist, I certify that I have read and understand Watto Training's policy and procedure. I also acknowledge that I am ready to commence work.



Induction completed:

Employee's signature: ..... Date:.....

Supervisor's signature: ..... Date:.....