



The Essential Onboarding Checklist

Defence



Employee Welcome Pack

Preboarding welcome

- Welcome message
- Confirm start date and time, parking and dress code
- Staffing announcement

Employment Checks and Documentation

- Employment contract
- Bank account details
- Fair Work Information Statement
- Job description
- Tax File Number Declaration
- Choosing a Super Fund Form
- Educational qualifications
- Immunisations
- Police check
- Medical check
- Licences

Provisioning

- System access
- Keys/security passes
- ID photo
- Staff handbook



Socialisation and Culture

Introductions

- Meeting with Supervisor
- Meet the leaders
- Introductions to team
- Introduction to buddy
- Introduction to clients
- Tour of the facilities
- Intranet profile

Support Mechanisms

- Buddy system
- Professional mentoring program
- Peer support networks
- Online resources



Working Arrangements

- Rosters
- Breaks
- Absences
- Timesheets/Sign-in and Sign-out procedures
- Resources and general supplies

Social

- Social club activities
- Birthdays and anniversaries
- Special events
- Industry events/groups
- Staff morning teas and dinners

Strategic Framework

- Vision and mission
- Values
- Core philosophies
- Code of conduct

Communication

- Weekly notices
- Emails
- Intranet
- Online collaboration
- Peer networks and collaboration
- Meetings
- Staff directory and phone numbers
- Client newsletter
- Surveys



Performance

Onboarding plan

- Review and refine onboarding plan with supervisor
- Set check-in dates
- Leadership contact

Performance Management

- Clarification of expectations and responsibilities
- Goal setting
- Probation review

Performance Management continued

- Ongoing performance management
- Career discussion
- Disciplinary procedures

Training

- Computer based modules
- Professional development opportunities
- External training/seminars
- Study support

Compliance

National Legislative Framework

- Federal laws
- State based laws

Health & Safety Framework

- Work health and safety policy
- Work health and safety system
- Health and safety committee
- Health and safety representative
- First aid officers
- Fire/emergency wardens

Location of Emergency Facilities and Equipment

- Fire extinguishers, hoses and blankets
- First aid facilities - first aid kit and room

Hazard Specific Safety Training

- Manual handling techniques
- Use of fire equipment

Policies and Procedures

- Smoke-free workplace
- Alcohol and other drugs
- Prevention of workplace bullying and harassment
- Use of information and communication technology (including mobile phones)
- Social media
- Discrimination and sexual harassment
- Diversity
- Workplace rehabilitation



Policies and Procedures continued

- Risk assessment procedures
- Emergency plan including assembly points, exits and procedures
- Provision of first aid
- Sun safety
- Serious incidents and life threatening medical emergencies
- Use and control of hazardous substances
- Staff grievance procedures
- Responding to client complaints and concerns
- Employee Assistance Program

Overseas Workers

Documentation

- Immunisations for overseas workers
- Passport
- Visa
- Travel insurance
- Language skills testing
- International recognition of skills

Health and Safety

- Post traumatic stress disorder awareness
- Biohazardous agents and infectious diseases
- Personal security in overseas destinations
- Crisis management
- International Employee Assistance Program

Cross Cultural Skills

- Laws history and traditions of destination ports
- Basic language skills for international destinations





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