



The Essential Onboarding Checklist

Federal Government



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





Contact us today
service@cognology.com.au

Australia: 1800 062 781 • International: 61 3 9001 0848

www.cognology.com.au

