**NEW EMPLOYEE CHECKLIST**

|  |
| --- |
| **Employer to complete** |
| **Employee Name** |  | **Position Title** |  |
| **Start Date** | Click here to enter a date. | **Employment Status** | [ ]  Full-time [ ]  Part-time [ ]  Casual[ ]  Fixed-term (End date: Click here to enter a date.) |
| **Supervisor / Manager** |  | **Location** |  |

Part A – Documents Issued

|  |  |
| --- | --- |
| [ ]  Welcome Letter | [ ]  2 copies of Contract of Employment |
| [ ]  Copy of Award | [ ]  Position Description |
| [ ]  Record of Employee Details Form | [ ]  Bank Details Form |
| [ ]  Fair Work Information Statement | [ ]  TFN Declaration Form |
| [ ]  Superannuation Standard Choice Form & Company default fund information | [ ]  Emergency Contact Details Form |
| [ ]  Confidentiality Agreement (if applicable) | [ ]  Self-Addressed Return Envelope |

Part B – Documents Returned

|  |  |
| --- | --- |
| [ ]  1 signed copy of Contract of Employment | [ ]  Emergency Contact Details Form |
| [ ]  Signed Position Description | [ ]  TFN Declaration Form |
| [ ]  Bank Details Form | [ ]  Superannuation Standard Choice Form & Company default fund information |
| [ ]  Copies of Training Qualifications/ Licenses (if applicable)[ ]  Record of Employee Details Form | [ ]  Evidence of Australian Permanent Residency (if applicable)[ ]  Confidentiality Agreement (if applicable) |

Part C – Pre-commencement

|  |  |
| --- | --- |
| [ ]  Buddy assigned | [ ]  ProLearnMAX registration |
| [ ]  Name badge (if applicable) | [ ]  Uniform (if applicable) contact the employee to find out sizing |
| [ ]  Dress (contact the employee to advise practice dress code) | [ ]  Set up employee in payroll system |
|  |  |