**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

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| --- | --- |
| 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

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| --- | --- |
| 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 |
|  |  |