



Moore HR Consultants



Human Resources Management DIY Policies and Procedures – Sample Staff Onboarding Policy & Template Forms



Establishing
Contemporary &
Compliant HR
Policies &
Procedures in Your
Organization Using
Minimum Time,
Effort & Resources

SAMPLE STAFF ON-BOARDING POLICY - 2025

1.0 KEY POLICY

(Insert Company Name) is committed to providing new staff with a structured onboarding program, which combines a clear understanding of the business, its operations, values, and beliefs, combined with a clear understanding regarding individual position accountabilities, expectations, and behaviours

2.0 OPERATING PROCEDURES

2.1 INDIVIDUAL POSITION ACCOUNTABILITIES, EXPECTATIONS & WORKING ENVIRONMENT

2.1.1 The designated Department Manager shall be responsible for the initial induction of each new employee within the local operating environment, and shall ensure that the following tasks are all satisfactorily completed prior to commencement: -

- Notifying the Finance/Payroll Department regarding personal details, classification, remuneration, and benefits, etc.
- Notifying the IT Department regarding the provision of an email address, desktop or laptop computer, security access, and appropriate systems set-up.
- Notifying the Purchasing Department regarding the provision of a suitable motor vehicle in accordance with position requirements or remuneration package specifications.
- Notifying the Security Department regarding the provision of a suitable ID badge & car parking/lift access.
- Notifying other applicable department members regarding the new employee's appointment, role, position, and commencement date
- Notifying all applicable Department Managers and other applicable staff regarding the new employee's appointment.
- Ensuring that the new employee's workstation is available and appropriately equipped, including desk, chair, stationery, and business cards.
- Ensuring the new employee's name is added to the appropriate email and telephone lists and to the company's internet and intranet sites (as applicable).
- Booking time for the new employee with designated staff members that they will be working with, or who can provide them with information and insights to help them in their new role within the company.

2.1.2 Thereafter, the designated Department Manager will also ensure that within the first week of employment the following tasks are additionally completed: -

- Introducing the new employee to all available staff and conducting a full tour of the *(Insert Location)* facility.
- Ensuring completion of required documents for administrative and payroll purposes.

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- Discussing the employee's role in relation to the department they are joining.
- Discussing the employee's position description and role accountabilities in detail.
- Providing the employee with a complimentary Company welcoming pack including: -
 - a) USB sticks/videos containing pertinent information about the Company's history, key operations, values, and beliefs.
 - b) A copy of the company's last annual general report.
 - c) Sample company polo shirt & cap.

2.1.3 When each new employee's personal induction is completed, the designated Department Manager shall complete the Induction Checklist Form, which is to be forwarded to the Human Resources Manager for placement in the employee's personal file.

2.2 ORGANIZATION OVERVIEW, INCLUDING TERMS AND CONDITIONS OF EMPLOYMENT

2.2.1 In addition to the individual Induction Program as previously outlined, the Human Resources Manager will ensure that all new employees attend a collective monthly presentation principally focused upon the Company's history, operations, culture, and expectations, incorporating: -

- Discussion and confirmation of the contract of employment.
- Providing the new employees with a copy of the Fair Work Information Statement.
- Providing a copy of the Company's Code of Conduct booklet.
- Ensuring that all occupational health and safety standards are clearly understood, particularly in relation to: -
 - a) Any safety precautions/procedures applicable to the new employee's positions.
 - b) The provision of sufficient information, instructions and/or training to enable the new employees to avoid hazards and contribute positively to their own workplace health and safety.
 - c) The location of first aid boxes and appointed first aid officers, firefighting equipment and fire exits.
 - d) The correct procedures to follow where a potential health and safety risk has been identified.
 - e) The correct procedures to follow in the case of an evacuation.
 - f) The whereabouts and identities of appointed safety representatives.
- Explaining all applicable local working conditions including attire, working hours, computer systems and security access.

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- Providing an overview of the Company's performance management and succession planning programs (as appropriate).
- Discussing the Company's policy on discrimination and harassment, including the procedures for making a complaint.
- Acquainting employees with the Human Resources Policies and Procedures manual.
- Discussing the Company's principal business operations and mission.
- Explaining the Company's values and desired behaviours.

2.2.2 When each new employee's group induction is completed, the Human Resources Manager shall complete the Induction Checklist Form, which is to be placed in each employee's personal file

2.3 POST-HIRE ASSIMILATION INTERVIEW

2.3.1 Between completion of the group induction program and the end each new employee's probationary period, the Human Resources Manager (or designate) will, on a voluntary basis undertake a confidential interview in order to ascertain each employee's level of satisfaction with the Company, particularly as it relates to the role they are performing versus the role that they were originally offered.

2.4 ACCOUNTABILITY MATRIX

Accountability	Primary	Secondary	Shared
Individual induction program (prior to commencement)	Dept Manager		
Individual induction program (upon commencement)	Dept Manager		
Company welcoming pack	Dept Manager	HR Manager	
First month new hires induction program	HR Manager		
Post hire assimilation interview	HR Manager	Dept Manager	

2.5 PERFORMANCE MEASURES

Item	Description
1.0	Employees successfully completing on-boarding program (%)
2.0	Employees completing post-hire assimilation interview (%)
3.0	Employee satisfied at post-hire assimilation interview (%)

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NEW EMPLOYEE ON-BOARDING CHECKLIST		
Description	Completed (Tick box)	Date
Prior to Commencement		
1. Notifying IT to arrange Email address and PC		
2. Notifying Security to arrange ID badge & car parking		
3. Notifying other department members regarding the new employee's appointment, role, position and commencement date		
4. Notifying all relevant company managers and staff regarding the new employee's appointment		
5. Ensuring that the new employee's work - station is available and appropriately equipped including desk, chair, computer and stationery		
6. Ensuring the new employee's name is added to the appropriate email and telephone lists and to the company's internet and intranet sites (as applicable)		
7. Organising business cards (as applicable)		
8. Booking time for the new employee with designated staff members that they will be working with, or who can provide them with information and insights to help them in their new role with the company		
Within the First Week of Employment		
1. Introduce the employee to all available staff and conduct a full tour of the facility		
2. Ensure completion of required documents for personal files and payroll		
3. Explain local working conditions including attire, working hours, computer systems, occupational health and safety standards, evacuation procedures and car parking		
4. Discussing the employee's role in relation to the department they are joining and the company as a whole		
5. Discussing the employee's position description and role accountabilities		

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NEW EMPLOYEE ON-BOARDING INDUCTION CHECKLIST			
Description		Completed (Tick box)	Date
Within the First Month of Employment			
1. Discussing the company's principal business operations and mission			
2. Explaining the company's values and desired behaviours			
3. Providing an overview of the company's performance management and succession planning programs (as appropriate)			
4. Discussing the company's policy on harassment, discrimination and equal employment opportunity, explaining the procedures for making a complaint			
5. Acquainting the employee with the Human Resources policy manual, contract of employment and code of conduct booklet			
6. Providing the employee with a copy of the Fair Work Information Statement			
Employee Name:			
Position:			
Date of Commencement:			
Department Manager's Signature:		Date:	__/__/__
Human Resources Department Signature:		Date:	__/__/__
Employee's Signature:		Date:	__/__/__