

ONBOARDING CHECKLIST

INITIAL ONBOARDING | PREPARING EMPLOYEE FOR FIRST DAY

- Signed employment contract & position description.
- Issue Fair Work Statement Form (if relevant).
- Copy of working rights (Birth Certificate or Passport with VEVO check).
- Photo ID/Drivers License.
- Copy of tickets (White Card etc), Copy of Qualifications/Certificates.
- Police clearance within the last 12 months.
- Pre-Employment Medical with drug and alcohol testing.
- Sizing for uniform, photo for ID badge.
- Personal details form (can be on the day), captures bank details, emergency contact, super, tax etc.

INITIAL ONBOARDING | BEHIND THE SCENES PREPARATION

- Uniforms ordered.
- Vehicle prepped for handover - wash, service, tyres, fuel card.
- Equipment ordered such as phones/tablets.
- Email address setup and any other system logins.
- Welcome email sent to all staff.
- Onboarding pack ready for day 1.
 - Any induction forms such as personal details and position description if needed.
 - Company issue form so employee can sign for what you give them (e.g uniform and keys).
 - Vehicle inspection checklist (to inspect vehicle together for damage/klm/next service etc).
 - Vehicle handbook - has RAA or insurance details.
 - SWMS/JSW/Take 5 packs and signed.
 - Policies to review and sign.
 - Contact List.
 - Organisation chart.
 - Office supplies (notepad and pens).
- Schedule training days.



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ONBOARDING CHECKLIST

WEEK 1

- Day 1 cross checking all HR documents have been received/saved and obtain from employee on day if you need.
- Week 1 is running through the onboarding pack and prepared training.
- Induction Guideline form for yourself to cross check you've received all documents and gone through everything you need to do - e.g, pay cycles, timesheet, expectations etc.
- Issue the vehicle with fuel card and complete vehicle checklist together.
- Issue uniform/other supplies/equipment and have the employee sign to confirm what was received.

NEED POLICY PACKS?

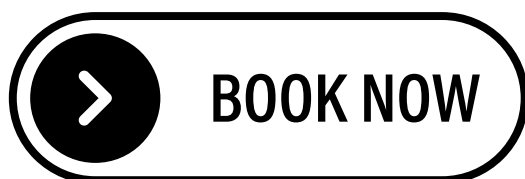
- Code of Conduct
- Driving & Motor Vehicle Policy
- Drug & Alcohol Policy
- Tools, Assets & Equipment Policy
- Travel & Expenses Policy

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