

PRE-BOARDING CHECKLIST - ORGANISATION

- Call new staff member following acceptance of offer to touch base and outline next steps**
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- Send welcome email, including where applicable:**

- Letter of Offer/Volunteer Assignment Agreement
- Confirmation of start date, time, location, and contact person
- First day schedule
- Position Description
- Forms
 - Personal Details Form*
 - Background Check Application Form*
 - Tax File Declaration Form*
 - Superannuation (Super) Standard Choice Form*

- Organisational information

- Organisation Chart*
- Strategic Statement*
- Code of Conduct*
- Human Resources Policies and Procedures*
- Fair Work Information Statement*
- Enterprise Bargaining Agreement or relevant Award*
- Dress Code*
- Parking/transport options*
- Summary of staff benefits*

- Ask new staff member if they have any accessibility requirements

- Prepare workstation**

- Set up workstation
 - Assign email address
 - Add email to calendars and mailing lists*
 - Organise system logins
 - Provide passwords to any generic logins*
 - Order IT equipment
 - Order stationery
 - Order business cards*
 - Prepare welcome pack
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- Send introductory email to all staff**

- Introduce new staff member
 - Detail staff member's role and department/program/team
 - Announce start date, time and location
 - Share information on staff member's background (work experience, skills and interests)
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- Enter staff member's information into HR system**