

## 1. Collect Employee Details

### Personal Details

- Full name
- Email address
- Mobile number
- Address

### Work Rights Status

- General eligibility check
- Tax details collected

## 2. Collect Position Details

### Position Details

- Position
- Department
- Hiring manager

### Employment Details

- Employment type / status
- Start date
- Base salary
- Commission
- Superannuation rate
- Total remuneration

### Contract Specific Details

- Passport / Driver's license check
- Probation period
- Termination notice period
- Medical / Credit check

## 3. Create & Send Job Offer

### Job Related

- Employee contract
- [Employee handbook](#)

- Office details
- Company overview

#### **Policies**

- Email use
- Internet use
- Social media use policy
- Alcohol use at company events
- Attendance
- Charitable donations
- Code of conduct
- Computer and network use
- Confidential information – classification/handling
- Conflict of interest
- Dress code
- Non-disclosure agreements

## **4. Provision The New Employee**

#### **Organisational Socialisation**

- Announcement email
- Team introductions scheduled

#### **Payroll**

- Payroll details added to system

#### **IT**

- Computer required
- Phone required
- Software required (or updated)
- Peripherals required (headset, USB)
- Login Details
- Company email address

#### **Provisioning Team**

- Desk allocation

## **5. Ensure Offer & Policy Acceptance**

#### **Contract**

- Signed & returned

## Policies

- Signed & returned
- Computer setup

## 6. Map Out Their First Day Plan

- Send our calendar invites for meetings
- Plan team member introductions
- Decorate their desk

## 7. Get them immersed in company culture

- Organise a lunch with key team members
- Create an awesome office tour
- Let the new hire in on the office banter
- Communicate any upcoming events

## 8. Stay On-Top Of Probation Management

- Schedule regular (weekly or bi-weekly) feedback ‘catch-ups’
- Set performance goals that can be monitored and evaluated
- Ask for feedback
- Discuss end of probationary period

## 9. Ensure Professional Development

- Collect feedback on any scheduled training
- Discuss any further opportunities for professional growth