# New Team Member Checklist

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| **EMPLOYEE INFORMATION** | | | | | | | | | | |
| Name: | | | | | Start date: | | | | | |
| Position: | | | | | Manager: | | | | | |
| **FIRST DAY** | | | | | | | | | | |
| Provide employee with New Employee Workbook.  Assign "buddy" employee(s) to answer general questions. | | | | | | | | | | |
| **POLICIES** | | | | | | | | | | |
| Review key policies and procedures. | * Code Of Conduct * Employee Policies * Vacation and sick leave * Manual Handling * Time and leave and overtime reporting * Staff Education * Performance reviews * Dress code * Business Competencies * Progressive disciplinary actions * Confidentiality * E-mail and Internet use | | | | | | * Security * Occupational Health & Safety * First Aid & Incident Reporting * Infection Control * Emergency procedures   -Armed Hold Up  -Evacuation Procedure/Fire & Smoke  -Power Failure Procedures  -Telephone Threat Procedure   * Money handling and Finances * Customer service expectations | | | |
| * **ORGANISATION OVERVIEW** | | | | | | | | | | |
|  | * Redimed Induction Presentation * Induction Pack | | | | | | * Organisation Structure | | | |
| **ADMINISTRATIVE PROCEDURES** | | | | | | | | | | |
| Review general administrative procedures. | | | * Office/desk/work station * Keys * Mail (incoming and outgoing) * Typing letters * Passwords and log ins * Purchase requests | | | | | | * Telephones * Daily tasks * Office supplies * Office Meetings * Daily schedules * Personal belongings | |
| **INTRODUCTIONS AND TOURS** | | | | | | | | | | |
| Introductions to department and key Redimed staff | | | | | | | | | | |
| Tour of facility, including: | | * Reception * Restrooms * Copy centres * Fax machines | | | * Bulletin board * Parking * Printers * Office supplies | | | * Kitchen/lunchroom cleanliness * Coffee/vending machines * Emergency procedures   & exits and supplies | | |
| **POSITION INFORMATION** | | | | | | | | | | |
| Introductions to team (1st Shift).  Review initial job assignments and training plans.  Review job description and performance expectations and standards.  Review job schedule and hours.  Review payroll timing, time cards (if applicable), and policies and procedures. | | | | | | | | | | |
| **COMPUTERS** | | | | | | | | | | |
| Hardware and software reviews, including: | | | | * E-mail * Internet * Genie * Typing | | * Microsoft Office System * Data on shared drives * Billing expectations * Mobile phone * Emergency phone | | | | * Databases * Internet * Eftpos * scanning |

**Employee Declaration**

Name:

Signature:

Date:

**Manager Declaration**

Name:

Signature:

Date: