**NEW EMPLOYEE INDUCTION CHECKLIST**

***(This is an example of a New Employee Induction Checklist you can use and/or amend to suit your business needs)***

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TOPIC DISCUSSED WITH  NEW STAFF MEMBER** | **DATE** | **TOPIC DISCUSSED WITH  NEW STAFF MEMBER** |
|  | Welcome |  | First Aid and General Housekeeping |
|  | Scope of Operation |  | Uniform Issued |
|  | Self-Employment as per Contract Letter |  | Tour of the Premises |
|  | Duties (Refer Job Description) |  | Workplace Health and Safety |
|  | Hours and Rosters |  | Introduction to Colleagues |
|  | Name /Telephone No of Emergency Contact |  | Stores and Supplies Ordering Procedure |
|  | Contractors Pay arrangements |  | Photocopier and Fax Machines |
|  |  |  |  |

I, **(*insert name of employee)*** have been provided with an induction information session providing me with an understanding of the requirements to fulfil my role. I also understand I may be required to undergo further training as required as part of the continuous improvement program adopted by the owners/managers of ***(insert name of park here).***

Signature of Employee............................................................................ Date.........................

Signature of Owner/Manager…………………………………………………………….. Date……………………….