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| --- | --- | --- | --- |
| **Name:** | | **Position:** | |
| Activity | **Detail:** | | **Date Completed:** |
| Date Commenced |  | |  |
| Line Manager |  | |  |
| CEO Introduction | * Strategy * Operations * Challenges * Opportunities | |  |
| Work hours (practice hours) | Regular hours as per contract  Office and Practice hours | |  |
| Security | Alarm Code (areas, process to set, keys), Computer passwords | |  |
| Intranet | * Policy/procedures/forms | |  |
| Tour of office | * Staff introduction * Individual work area * Name Badge * Toilets * Kitchen * Board room * Email / Fax / Phone /Mail System | |  |
| Salary  Staff Details  ATO Forms  Absent from work:  Leave arrangements:  Probation  Organisation list and chart  Emails  Purchase orders / Stationery Order | Pay run cycle  TFN Form  Telephone your manager prior to your starting work time.  Consult with your Line Manager  Timeframe (3 or 6 months per contract) | |  |
| Personal Email Address | For Payslips | |  |
| Phone operation | Answering protocols, transferring | |  |
| Incident /near misses reporting | Incident Report Form | |  |
| Timesheets  Overtime  TOIL | Maximum 15 hours carry over or must obtain approval from Line Manager | |  |
| Leave Request Form | Always fill in if you are taking leave whether TOIL, Annual, Sick, Bereavement, Unpaid leave or Public Holiday. | |  |
| Reimbursement Forms | Always attach your receipts and get your Line Manager’s signature. | |  |
| Pool Vehicle | How to book a vehicle via Outlook | |  |
| Evacuation | Demonstrate evacuation procedure | |  |
| Car Parking | Northam: There is secure parking at the rear of the building.  Toodyay: Rear of the practice. | |  |
| Dress Code | Standard inc. uniform where applicable | |  |
| Social Media Usage | Policy on usage and representations. | |
| External Communications |  | |  |
| Certifications | Internal & External Audits | |  |
| Improvements | Ideas are always welcomed and should be directed at your line manager. | |

**Documentation requirements** (copy kept on personnel file)

**(Tick if obtained)**

|  |  |  |
| --- | --- | --- |
| Police Clearance | Mandatory |  |
| Working with Children Check | If required for your position |  |
| Professional Qualifications | Required copy on file |  |
| Drivers Licence | Required copy on file |  |
| Drivers Questionnaire (Insurance) | Mandatory |  |
| Personal Email Address |  |  |

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| --- | --- |
| New Employees Signature |  |
| Date |  |
| Orientation Trainer |  |

Office use: File in personnel file.