

| Name   | Start date | Position |                        |
|--|------------|----------|------------------------|
| <b>Please ensure induction is completed within first week of employment</b>  |            |          |                        |
| <b>Introduction to EveryMan Australia (Induction PowerPoint) - Human Resources</b>   |            |          | <b>Completed (Yes)</b> |
| EveryMan Australia Induction.  |            |          |                        |
| <b>Terms and conditions and HR policy - Human Resources or other (specify):</b>  |            |          |                        |
| PowerPoint, inc. NDIS modules, if applicable.  |            |          |                        |
| Confirm employment conditions, (CSMEA, hours, pay rates, leave entitlements).  |            |          |                        |
| Staff Code of Conduct signed.  |            |          |                        |
| Policy & Procedures Manual (Overview and specific HR P&P, including attendance management - review at your own time).          |            |          |                        |
| <b>Payroll</b> Finance Manager or other (specify):   |            |          |                        |
| Pay arrangements (pay day, timesheets, methods of payment, claiming allowances).   |            |          |                        |
| Salary sacrifice.  |            |          |                        |
| Complete Employment Declaration.   |            |          |                        |
| Superannuation choice.   |            |          |                        |
| Timesheet (link send by email).  |            |          |                        |
| <b>IT access</b>   |            |          |                        |
| Login passwords received: computer, Staff Page, Slack, Smartsheet, Dropbox, Google, Officevibe, Smartsheet, timesheet, MV log. |            |          |                        |
| Other (specify):   |            |          |                        |
| <b>Program-specific</b> Responsible Manager/Coordinator:   |            |          |                        |
| Discuss Position Description (key responsibilities, inc. NDIS, KPIs, Capability Framework, etc.)                               |            |          |                        |
| Program Policy & Procedures, forms, client information systems (SHIP, IVO), Incident & Accident reporting etc.                 |            |          |                        |
| Supervision arrangements, including schedule, Development Plan, etc.   |            |          |                        |
| Equipment use and storage (e.g. authorised staff, trailer, manual handling P&P).   |            |          |                        |
| Client and Business Confidentiality.   |            |          |                        |
| Introduce to other staff.  |            |          |                        |
| Regular meeting schedule (Program, All Staff, etc.).   |            |          |                        |
| <b>Operations</b> Admin/Reception or other (specify):  |            |          |                        |
| Overview of Front Office Manual, Staff page and Bookings page (using EveryMan rooms and cars).                                 |            |          |                        |
| Use of private vehicle: KM claims, insurance, licence, approval form (if applicable).  |            |          |                        |
| Phone calls, work area Smartsheet messaging (if applicable).   |            |          |                        |
| Petty Cash, Trust Payments, other financial administration.  |            |          |                        |
| Printer, email, stationery, mail, stamps, toilet, amenities, first aid supplies.   |            |          |                        |
| EveryMan items/equipment: keys, swipe cards.   |            |          |                        |
| Physical tour of building (both levels 1 and 3), inc. fire exits, security, and emergency procedures.                          |            |          |                        |

**On completion of all items, new employee to sign below and return to Human Resources.**

|                |              |
|----------------|--------------|
| <b>Signed:</b> | <b>Date:</b> |
|----------------|--------------|