**TOOL 2.1**

NEW EMPLOYEE CHECKLIST

GUIDE FOR EMPLOYERS IN USING THIS TOOL

The employer may complete this form with the new employee. On completion of this process, this documentation should be filed with the employee's records. This checklist should be reviewed and tailored to meet the needs of
the service.

Full Name of Employee: Start Date: Employee Position: Person(s) undertaking orientation:

|  |  |  |
| --- | --- | --- |
|  | Completed*(please initial)* | Date |
| Prior to appointment |
| Two reference checks (current or most recent supervisors) |  |  |
| Qualification check |  |  |
| Experience check |  |  |
| Child Safe Standards training |  |  |
| First Aid qualification, including Anaphylaxis, Asthma, Epipen, annual CPR update |  |  |
| National Police Check (Educators) |  |  |
| Working with Children Check (Teachers and Educators) |  |  |
| Early Childhood or Dual Early Childhood/Primary Registration (or provisional registration as the case may be) with the VIT (Teachers) |  |  |
| Prior to commencement |
| Letter of appointment, outlining probationary period, has been sent to employee and a signed copy received back from employee. For employees covered by an agreement, the probationary period must be consistent with the provisions of that agreement. |  |  |
| Activate any IT requirements e.g. an email address, internet access etc. |  |  |
| Notify person responsible for payroll |  |  |
| First day |
| Introduction of individual staff members |  |  |
| Introduction of committee members/other employees, where possible |  |  |
| Ensure employee understands nature and length of probationary period |  |  |
| Emergency management and evacuation procedures |  |  |
| Provide information related to health, safety and wellbeing of children (allergies, medical conditions), court orders and other policies and procedures |  |  |
| Provide complete description of the organisational structure and any strategic plans available |  |  |

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NEW EMPLOYEE CHECKLIST *(continued)*

|  |  |  |
| --- | --- | --- |
|  | Completed*(please initial)* | Date |
| First day (continued) |
| Provide employee with all the relevant service policies and procedures if not already supplied in an orientation pack |  |  |
| Collect and record tax and bank details |  |  |
| Discuss parking arrangements, if applicable |  |  |
| Record information on emergency contacts for the employee |  |  |
| Discuss break entitlements, such as meal breaks, breaks from teaching duties etc. |  |  |
| Discuss local facilities – banks, newsagents, cafés etc. |  |  |
| First week |
| Discuss reporting systems, authority and communication processesi.e. management meetings, staff meetings, delegations of authority |  |  |
| As appropriate, organise time for introductions to contacts at local early childhood services (for support network), local government, DET officers, Maternal Child Health, DHHS, family services etc. |  |  |
| First month |
| Organise a briefing with the committee executive / management to clarify their roles and responsibilities |  |  |
| Arrange a review meeting during the probationary period to provide and receive feedback on the employee’s performance/progress in the role. This may also include informal weekly discussions. |  |  |
| At the end of the probationary period |
| Meet at least 10 days prior to the end of the probationary period to evaluate the employee’s performance during the probationary period |  |  |
| Confirm employment (or terminate employment) based on the results of the evaluation and all required processes relevant to the agreement or award |  |  |