



NEW EMPLOYEE INDUCTION CHECKLIST

Name:

Role:

Date of commencement:

- ☐ Employment Agreement completed
- ☐ Building access (codes/ keys)
- ☐ Payroll advised and updated
- ☐ Complete Health & Safety Induction.
- ☐ Male Room Policy Folder
- ☐ Male Room Handbook
- ☐ Introduction to staff and board members
- ☐ Housekeeping – esp. Emergency procedures.
- ☐ Police Vetting
- ☐ Completion of IRD ir330 tax code declaration
- ☐ Referee checks completed
- ☐ Registration checks completed (eg. Counselling, Social Work).
- ☐ Completion of KiwiSaver form/s including option to Opt-out

We confirm that the above inductions have been addressed.

Signed:

Date:

(Employee)

Signed:

Date:

(Manager)

Note: Copy of this completed Induction Checklist to be retained in Employee File.