

Employee Onboarding Checklist

Everything to do before the first shift, and through the first month
For Australian employers

New starter details

Employee name:

Position / classification:

Start date:

Employment type (full-time / part-time / casual / fixed term):

Site / location:

Reports to:

Manager completing this checklist:

Date started:

1. Before the first shift — documents you must GIVE

These are provided to the employee, not collected from them. Give them before the employee starts, or as soon as practicable afterwards.

- ☐ Fair Work Information Statement — every new employee, without exception
- ☐ Casual Employment Information Statement — every new casual, in addition to the above
- ☐ Fixed Term Contract Information Statement — where the engagement is for a fixed term
- ☐ Signed written contract or letter of engagement, with a copy kept on file
- ☐ Position description, so expectations are written down rather than assumed
- ☐ Relevant workplace policies, with a signed acknowledgement

The information statements come from the Fair Work Ombudsman and are updated from time to time — download the current version rather than reusing an old copy.

2. Before the first shift — details you must COLLECT

Everything in this section has to be in place before the first pay run, not after it. A missing bank account or super choice is the most common cause of a corrected first pay.

- ☐ Personal and contact details, including an emergency contact
- ☐ Tax file number and residency status — usually supplied by the employee through ATO online services
- ☐ Superannuation fund choice, or a stapled fund request to the ATO where no choice is made
- ☐ Bank account details for payment

- ☐ Right to work in Australia verified, and evidence recorded
- ☐ Licences, tickets and certifications sighted, recorded, and their expiry dates diarised
- ☐ Any pre-existing injury or medical information relevant to the role, handled under the Privacy Act

Tax file numbers and bank details are sensitive information. Collect only what you need, restrict who can see it, and store it securely.

3. Before the first shift — payroll and rostering setup

This is the section most onboarding checklists leave out, and it is where the money goes wrong for shift-based businesses.

- ☐ Correct modern award identified, and the classification level confirmed against the award
- ☐ Base rate, casual loading and applicable penalty rates set up in payroll
- ☐ Pay template assigned so overtime, weekend and public holiday rates apply automatically
- ☐ Employee added to the roster with their positions, sites and skills
- ☐ Availability and unavailability recorded before the first roster is built
- ☐ Single Touch Payroll reporting configured for the new employee
- ☐ Time and attendance set up — kiosk, mobile or both — and the employee shown how to clock in

Classification is the single most expensive thing to get wrong. An employee placed a level too low accrues an underpayment from day one that compounds every pay run until someone notices.

4. First day

- ☐ Welcome and introduction to the immediate team
- ☐ Tour of the site, including amenities, exits and first aid
- ☐ Work health and safety induction, hazards specific to the site, and incident reporting
- ☐ Emergency procedures and evacuation points
- ☐ Uniform, PPE, keys, access cards and any equipment issued and recorded
- ☐ System access created — rostering app, email, point of sale, any role-specific system
- ☐ Breaks, rostering and timesheet approval explained
- ☐ Buddy or mentor assigned for the first few shifts

5. First week

- ☐ Role-specific training started, and what has been covered recorded
- ☐ Any mandatory training completed — food safety, manual handling, RSA, working with children
- ☐ First timesheet checked together, so the employee understands how hours become pay
- ☐ First pay run verified line by line before it is finalised
- ☐ Check-in conversation — what is clear, what is not, what is missing

6. First month, and probation

- ☐ Structured check-in at 30 days, with notes kept
- ☐ Probation period and review date confirmed in writing
- ☐ Performance expectations discussed and documented
- ☐ Training gaps identified and scheduled
- ☐ Employee file complete, with every signed document filed

Records relating to a new employee form part of your employee records. Under the Fair Work Regulations they must be legible, in English, kept for seven years, and not altered except to correct a genuine error.

Sign-off

Completed by:

Date completed:

Employee signature:

Date:

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