

Green Chair Real Estate

Induction Checklist

This document requires the following approvals:

AUTHORISATION	Name	Signature	Date
Director			
Senior Sales Manager			
Senior Property Manager			
People and Culture Manager			

Employee Details	
Employee name:	
Employment start date	
Position Description	
Team Leader	
Department	

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Pre-employment Checklist	
<i>Please ensure the following items are completed prior to the employee starting employment.</i>	
Inform the employee when and who they should report to where, need to bring any tools or equipment	
Do they need to bring any tools or equipment	
Organise with the IT company for PC set up, PW and UN access to CRM system, Intranet, and remote access (if remote access signed off)	
Organise name badge	
Security alarm code and keys	
Uniform (if required)	
Welcome pack	
Training room book for induction meeting	
Introduction to team at next sales meeting	

Required Documentation	
Signed letter of engagement	
Signed employment contract	
Tax file number of employee	
Declaration form (unless declined by employee)	
Completed tax declaration form (unless declined by employee)	
Completed Superannuation choice form	
FairWork Information Statement prepared	
Copy of policies and procedures folder prepared	

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Information required from employee	
Bank account details:	
emergency contact details:	
Copy of any licences/expiry date:	
Copy of visa (e.g. 4571 Working Visa). If applicable copy of employee's passport and visa (you will need to do a visa check)	

First day procedure	
<p>Introduction to the business</p> <p>Business structure and leadership team</p> <p>Roles and Responsibilities</p>	<p>Work health and safety administration</p> <p>Introduction to the health and safety representative</p> <p>Location of Hazard register</p> <p>Incident /accident reporting procedures</p> <p>Hazards of work</p> <p>Policy and procedures</p> <p>Location of First Aid Kit/Defib</p> <p>Fire/emergency warden(s)</p> <p>Location of emergency procedure information</p> <p>Map of Emergency Assembly Point and location of fire extinguishers</p> <p>Employee assistance program (EAP)</p> <p>Workers' compensation claims procedure</p> <p>Introduction to wellbeing and support programs</p>
<p>Introduce your key people and roles</p> <p>Manager/owner</p> <p>Supervisor(s)</p> <p>Team Leader</p>	
<p>Employment conditions:</p> <p>Real Estate Industry Award 2020 Conditions</p> <p>Private Clerks Award 2020 Conditions</p> <p>Probation period (6 months)</p> <p>Notification of sick leave or absences</p> <p>Leave entitlements</p> <p>Work times and breaks</p>	

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First day procedure (continued)	
<p>Pay</p> <p>Pay arrangements</p> <p>Superannuation</p> <p>Taxation and any other deductions required forms completed</p>	<p>Staff training</p> <p>Weekly team meeting/training</p> <p>On the job training in safe work procedures</p> <p>Job-specific training (for example legislative updates and professional development)</p> <p>First aid, fire safety and emergency procedures training</p>
<p>Show your work environment</p> <p>Tour of offices</p> <p>Dining facilities</p> <p>Locker and change rooms</p> <p>Gym and Crèche</p> <p>Changing room/locker and toilet facilities</p> <p>Car parking</p> <p>Training room/ sales meeting room</p>	<p>Follow-up review</p> <p>Survey sent to employee</p> <p>Repeat any training if required or provide additional training if needed</p> <p>Review work practices and procedures with employee</p>
	<p>Comments/follow up action required:</p>

Induction Acknowledgment		
Conducted by (Print Name):		
Position:	Date:	Signature:
Employee (Print Name):		
Date:	Signature:	

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Induction review		
Conducted by (Print Name):		
Position:	Date:	Signature:
Employee (Print Name):		
Date:	Signature:	

Review Notes