

So, you've offered someone a job...



Have you...?

Given the new employee all necessary paperwork?

This may include:

- o Employment contract
- o Fair work information statement
- o Tax file number declaration form
- o Superannuation choice form

Provided a uniform to the new employee (or explained the dress code)?

Gotten all the necessary information from the new employee?

This may include:

- o ID
- o RSA or RCG certificates
- o Banking details
- o Emergency contact information
- o Relevant health and medical information