

# On your new employee's first day...

## Have you obtained...?

- o Signed employment contract
- o Completed tax file number declaration form
- o Completed superannuation choice form



## Venue

- o Have you given the new employee a tour of the venue?
- o Have you explained emergency protocols?
- o Do they know where to store their belongings?
- o Do they know where to get changed?
- o Do they know where the staff meal area or break room is?
- o Do they know where and how to log their work hours?

## Team

- o Have you introduced the new employee to all the other staff?
- o Have you explained what everyone's role on the team is?