

## DRAFT PRO FORMA

(Insert Organisation Name Here)

### Induction/orientation checklist

To assist all employees to understand and become comfortable with their work environment these packages should include as a minimum:

<b>Information/Tasks</b>	<b>Date</b>
Structure of the Organisation and local work site.	
Values of the Organisation and Code of Conduct.	
Learning and professional development opportunities.	
Organisation specific information such as roles and responsibility of staff and reporting structures.	
Information of Performance Development Plan specific to the employee's role.	
Who to ask day to day questions.	
Advice of industrial entitlements and obligations such as hours of work, bereavement leave and cultural leave.	
Information about flexible work practices and work life balance options.	
Dress standards.	
Who to contact when absent.	
Use of vehicles and equipment.	
Mentoring and coaching availability.	
Details of any relevant networks or support available.	
Informed of OHS standards and requirements	