

Bringing on an Employee Checklist



Do you have a new employee about to start and don't know where to begin? For a lot of businesses bringing on an employee is a daunting task that they want to get right for the beginning.

This checklist sets out some of the important aspects that you need to consider when starting a new employee, particularly from a legal perspective and distils it from a complicated subject into an easy to understand checklist of things to consider both before and after commencement:

PRIOR TO COMMENCEMENT

			<u>Responsible</u>
HR:	Contract drafted	<input type="checkbox"/>	_____
	Personal Details Form Provided	<input type="checkbox"/>	_____
	Tax Declaration Form Provided	<input type="checkbox"/>	_____
	Signed Contract Received	<input type="checkbox"/>	_____
	Completed Personal Details Form Received	<input type="checkbox"/>	_____
ADMIN:	Arrange desk	<input type="checkbox"/>	_____
	Desk	<input type="checkbox"/>	_____
	Phone	<input type="checkbox"/>	_____
	Phone extension listing	<input type="checkbox"/>	_____
	Office keys	<input type="checkbox"/>	_____
IT:	PC	<input type="checkbox"/>	_____
	Setup Computer	<input type="checkbox"/>	_____
	Programs	<input type="checkbox"/>	_____
	Licences	<input type="checkbox"/>	_____
	Electronic Signature	<input type="checkbox"/>	_____
	Passwords	<input type="checkbox"/>	_____
	Calendar	<input type="checkbox"/>	_____

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ON COMMENCEMENT

	<u>Responsible</u>		
HR:	Completed Personal Details Form received	<input type="checkbox"/>	_____
	Completed Tax Declaration Form received	<input type="checkbox"/>	_____
	Meeting to discuss conditions of employment:		
	Office Manual	<input type="checkbox"/>	_____
	Contact Superannuation fund re payments	<input type="checkbox"/>	_____
	Org chart	<input type="checkbox"/>	_____
ADMIN:	Meet & greet	<input type="checkbox"/>	_____
	Hand over keys	<input type="checkbox"/>	_____
	Car parking	<input type="checkbox"/>	_____
IT:	Advise Passwords & log-ins	<input type="checkbox"/>	_____
	Run through software program Emails/Contacts/Calendar	<input type="checkbox"/>	_____
Other:	_____	<input type="checkbox"/>	_____
	_____	<input type="checkbox"/>	_____
	_____	<input type="checkbox"/>	_____
	_____	<input type="checkbox"/>	_____