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New Employee Induction Policy and Checklist

Kingaroy Couriers/Cox Enterprises believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Company's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Company alike.

It is the aim of the Company to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The Company expects that the implementation of good induction practice by managers/supervisors will:

- Enable new employees to settle into the Company quickly, and become productive within a short period of time
- Assist in reducing staff turnover, lateness, absenteeism, and poor performance
- Ensure the employees operate in a safe working environment
- Reduce costs associated with repeated recruitment, training and lost production

Kingaroy Couriers/Cox Enterprises will issue guideline to familiarize managers and staff with the induction process and maintain an updated induction policy. A checklist will be used for managers, supervisors, or staff to ensure the induction is covered off effectively.

The Induction checklist is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers/supervisors should ensure that these matters have been properly understood whilst the checklist is being completed, perhaps in the form of a weekly chat with the new entrant. Arrangements should also be made for the employee to visit any relevant departments or customers with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and placed in the member of staff's personnel file.

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide desk, equipment and lockers etc. Most new employees tend to be concerned primarily with two matters: a) whether they can do the job and b) how they will get on with their new colleagues.

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage, and should be conducted by someone who is well prepared and has sufficient time available. Managers/supervisors should refer to the Induction Checklist and use it as a basis for discussion thus ensuring all documentation is complete.

A tour of the workplace should be arranged for the new entrant allowing the Company / Division to be viewed as a whole and the recruit to see where he/she fits into the organisation.

The new entrant will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. If possible one of the new entrants colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

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Checklist Topics	Responsible Person	Training Holder	Completion or lodgement Date
Employee Personal Details Form	Lee		
ID Photo	Ryan		
Create Transvirtual Profile	Ryan		
License Copy Uploaded to Transvirtual	Ryan		
Input license information on matrix	Ryan		
Tax File Number Form	Lee		
Driver Handbook	Ryan		
OHS Policy And Reporting of incidents	Lee		
Emergency Evacuation Procedure Induction	Ryan		
Employee Medical/Allergy/Medication information	Lee		
Police Background Check Uploaded to Transvirtual	Lee		
Job role, expectations and description	Lee/Ryan		
HR Induction (Pay, Leave etc)	Lee		
Vehicle Induction Policy	Trent		
Site Induction	Lee		
Safe lifting Toolbox	Ryan		
3 Points of contact Toolbox	Ryan		
Key Acceptance	Lee		
Uniform Order Form	Lee		
Questions	Lee		