









YMCA of Sydney Human Resources

New Employee Induction Checklist

Name: Sheree Ockwell

Primary Work Area: Childcare Commencement Date: 19th June 2006

Item	Signed by New Employee	Date	Signed by Supervisor
1. Received an appointment letter and returned a signed acceptance to area supervisor		20.7.06	NR
2. Read and discussed Position Description		()	NR
3. Received and read 'Staff Induction Handbook'			NR
4. Introduced to staff & Senior Manager			NR
5. Centre Orientation and Tour (as per Position Familiarisation)			NR
6. (a) One Y - UNDER DEVELOPMENT			
(b) YMCA of Sydney Induction confirmed (at next available date)			
7. Emergency Procedures & First Aid Orientation			NR
8. Review of Staff Induction Manual including:			
(a) Health & Safety Guidelines			NR
(b) OH & S Policy			NR
(c) Manual Handling Procedures			NR
(d) Hazard Identification & Reporting Procedure			NR
(e) Personal Injury (eg. WorkCover)			NR
(f) Grievance Procedures			NR
(g) No Bullying Policy			NR
(h) Equal Opportunity & Affirmative Action Policies			NR
(i) Child Protection Policy			NR
(j) Privacy Policy			NR
9. Received and returned the following documents to your area supervisor			
(a) Employment Application Form(s)			NR
(b) Working With Children Forms (4, 6 & clearance)			NR
(c) Staff Code of Conduct			NR
(d) Banking details			NR
(e) AYSEF Superannuation Booklet & Application Form		✓	NR

Item	Signed by New Employee	Date	Signed by Supervisor
10. Pigeon Holes, Timesheets, Communication Boards/Folders shown		20.7.06	MR
11. Knowledge of Centre facilities, programs and activities		↓	MR
12. Staff phone numbers, rosters and replacement of shifts explained			MR
13. Uniform Provided Details <u>15/6/6</u>			MR
14. Name Tag received <u>N/A</u>			
15. Key Supplied (if necessary) Details <u>L.P KEYS</u>		↓	MR
16. Alarm Code issued (if necessary) <u>N/A</u>			
Manager to Receive			
1. Copy of appointment letter and pay details given to (appropriate person)			
2. Copy of appointment and acceptance letters placed in staff file			
3. Appropriate Position Description placed in the employee's staff file			
4. Obtained copy of resume and current qualifications and copy put in staff file			
5. Completed Area Orientation put in staff file			
6. Employee Reference Check to be placed in staff file			

In signing this Induction Checklist, I agree that I have read and fully understood all related documentation, policies and procedures.

Employee Signature: S. Okwell Date: 20.7.06

Manager's Signature: MR Date: _____

****Once this form is complete, place in employees personnel file****

**** This Induction Checklist should be completed with a new employee prior to the commencement of their first shift. As a Manager you have responsibility to spend a minimum of 2 hrs on the induction process with a new employee ****