



Health

Health System Support Group

Manager's Guide for Inducting New Employees

New Employee:	
Role Title:	
Start Date:	
Branch:	
Division:	
Location:	
Telephone No:	
Email:	
Manager:	

Manager's Guide for Inducting New Employees

Dear Manager

We only get one chance at creating a positive experience for new employees. You have already started that journey during the recruitment process, but it does not stop there. Your delivery of a relevant and well structured induction will be critical to helping your new employees to maximize their productivity as quickly as possible.

This guide and the accompanying "Guide for New Employees" have been developed to assist you through the induction process. Both guides contain checklists of required processes and ways to help you create the best possible start for your new employee (A summary of these checklists is provided on the next page).

*Please note there are a number of tasks that require completion **prior to the start date** of your new employee.*

You may wish to delegate the coordination of some parts of your new employee's induction to another person e.g. a 'M' Buddy, however it is important that as their manager you monitor the induction process to ensure that key policies, such as the Code of Conduct, Equal Employment Opportunity and Work Health and Safety policies have been read and understood.

More importantly your direct involvement in the induction of a new employee sets the tone for your ongoing working relationship by promoting effective communication and NSW Health's CORE values of Collaboration, Openness, Respect and Empowerment.

Please record the completed checklists in personnel file of the employee, one month after the new employee commences.

Induction Program Checklists

Induction Program checklists:

Checklist/Form	Responsibility	Due
Network Systems & Building Access Application		Prior to Day 1
<i>Manager Pre-arrival Checklist</i>		Prior to Day 1
<i>Manager</i>		
Manager Checklist for Day 1	<i>Manager</i>	Day 1
Employee Checklist for Day 1	<i>New Employee</i>	Day 1
Manager Checklist for Week 1	<i>Manager</i>	Week 1
Employee Checklist for Week 1	<i>New Employee</i>	Week 1
Manager Checklist for Month 1	<i>Manager</i>	End of Month 1
Employee Checklist for Month 1	<i>New Employee</i>	End of Month 1

All checklists must be recorded in the personnel file of the employee, one month after your commencement date.

The New Employee Network Systems and Building Access Application completed and emailed to the Onboarding team.

After the employee's first month of employment

By the end of your employees first month you should aim to have discussed and completed performance and career goals. [Performance and talent \(PAT\)](#)

Pre-arrival Checklist

For Completion Prior to Day 1

For: _____ **Date:** _____
New Employee's Name New Employee's entry date

Position: _____ **Branch:** _____
New Employee's role title

Prior to the New Employee's commencement date

Activity	Tick Yes or No
Relevant staff within the Division / Branch are advised regarding the appointment including the new employee's name, role and start date	<input type="checkbox"/> Yes <input type="checkbox"/> No
A workstation / office has been prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No
A computer is available and is connected	<input type="checkbox"/> Yes <input type="checkbox"/> No
An email has been forwarded to the Onboarding Team to ensure IT access to relevant information and software.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key information directories and organisational documents such as telephone lists, names of colleagues, Branch and position information etc. have been arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No
Colleagues are aware of the new employee's role in relation to their respective roles and responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
A work colleague has been selected and has agreed to act as a support person, e.g. an "M" Buddy for the new employee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time is diarised during their first week for the new employee to commence their induction	<input type="checkbox"/> Yes <input type="checkbox"/> No

Manager's Name Signature Date

Manager Checklist for Day 1

Activity	Tick Yes or No
Manager or an "M" Buddy is available on the morning the new employee arrives to meet them at Reception	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee is shown their workstation and amenities (i.e. toilets, kitchen, lunchroom)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been introduced to relevant staff within the Branch / Division	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been shown how to log on to their computer and access email, relevant databases and intranet/internet pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been provided with the NSW Ministry for Health Guide for New Employees	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been given their current role description to sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been provided with a Building Access Card. (Ensure sufficient and appropriate access rights are programmed onto card)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee is made aware of security procedures e.g. security card and building access times	<input type="checkbox"/> Yes <input type="checkbox"/> No
People with disabilities are aware of the location of accessible toilets and facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has received a workplace safety induction and is aware of emergency and evacuation procedures and their floor warden(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has completed all employment forms and aware of where to find forms through HealthShare NSW website http://intranet.hss.health.nsw.gov.au/payroll/service_centre_westmead/scw-payroll	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been advised of work health safety policies and procedures and understands their employee/management responsibilities regarding WHS, including where to locate the Incident Management System on the Mintranet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been shown where the stationery supplies store, photocopier, printer, scanner and fax machines are located	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has read and understands the Code of Conduct and knows where to find Workplace Relations leave policies and procedures. They also know where to find other employment related policies such as those covering cab-charge use, petty cash, mobile phones and travel (where relevant)	<input type="checkbox"/> Yes <input type="checkbox"/> No

 **Make an appointment with the new employee and their "M" Buddy for the morning of Day 2 to discuss the Manager's Checklist for Week 1 and the Employee Checklist for Week 1**

Manager's Name

Signature

Date

Manager Checklist for Week 1

Activity	Tick Yes or No
Confirm that bookings have been made for the employee to attend	
<ul style="list-style-type: none"> Orientation for Ministry of Health Staff (program is run every 2-3 months) Content Manager (formally called TRIM) training Public Sector: Inside Government (if appropriate) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has read the Future Arrangements for Governance of NSW Health report , been shown where to access the current State Health Plan , the Branch/Division Operational Plans and any other key publications relevant to the role.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm employee has read and understood the NSW Health Code of Conduct , NSW Health Workplace Culture Framework , can articulate NSW Health's CORE values and have completed all of my Mandatory Training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been introduced to staff in Facilities Management, Records and Mail Room and the services they provide have been explained.	<input type="checkbox"/> Yes <input type="checkbox"/> No
They have also been briefed about their record-keeping responsibilities.	
The employee understands their record-keeping responsibilities including recording mail/documentation in Content Manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been introduced to Library employees who have explained the services that they provide	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has accessed the NSW Public Service Ethical Framework and the Public Interest Disclosures policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment conditions including leave types have been explained to the employee and understand the requirement for management approval prior to planning or taking leave. Stafflink access-SME Portal has also been explained in relation to taking leave.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has read and understood the "Welcome Booklet: A Guide for New Employees"	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been briefed, where appropriate, about levels of delegation and the engagement of consultants/contractors	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee has been instructed on how to access I work for NSW	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee knows about Ministry committees such as the Joint Consultative Committee and Health and Safety Committee.	<input type="checkbox"/> Yes <input type="checkbox"/> No

 **Make an appointment with the employee and "M" Buddy at the beginning of Week 2 to discuss the Manager's Checklist for Month 1 and the Employee Checklist Month 1**

Manager's Name

Signature

Date

Manager Checklist for Month 1

Activity

Tick Yes or No

I have had an initial performance discussion with my new employee and have completed a career and development goal, and it has been recorded in [Performance and talent \(PAT\)](#).

Yes No

I have shown my new employee how to prepare relevant documents and correspondence such as briefs, ministerials, memos etc.

Yes No

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I have discussed and supported my new employee to commence the following Capability Development actions.


Yes No

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I have discussed the range of plans in the Ministry and their relevance to my new employee's role, e.g. the State Health Plan, our branch business plan, etc.

Yes No

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 Record completed and signed copy of all Manager Checklists in personnel file.

Manager's Name

Signature

Date