

INDUCTION PROCEDURE

1. Purpose

- 1) ProcessWorx is committed to the integration of new employees into their work environment as soon as possible.

2. One week prior to Employee's Start Date

- 1) The employee's manager will send an email to the new employee with the following content:
 - a) welcome to ProcessWorx,
 - b) confirmation of start date, time and location, and
 - c) instructions for logging into the Portal and commencing the Induction Program.
- 2) The employee's manager notifies the team that the new employee is starting.
- 3) The employee's manager will make arrangements for the following as required
 - a) uniforms and safety equipment
 - b) computer
 - c) mobile phone

3. First Day of Employment

- 1) The employee is welcomed.
- 2) The following employee paperwork is checked:
 - a) Signed Employment Contract
 - b) Signed Code of Conduct Policy
 - c) Signed Company Vehicle Usage Policy
 - d) New Employee Details Form
 - e) Position Description
 - f) Clearance Certificates
 - g) Certificates, Licences and Tickets
 - h) Tax Declaration Form
 - i) Superannuation Choice Form

- 3) The Induction Program is reviewed with the employee.
- 4) Position specific training is discussed and method of delivery agreed.
- 5) On-line induction is completed and report sent to the employee's manager.

4. *On Completion of Induction*

- 1) The employee and the manager sign the Induction Checklist and place a copy on the employee's personnel file.

5. *Related Documents*

- 1) [Induction Policy](#)
- 2) [Induction Checklist](#)