

New employee onboarding checklist

Use this checklist for every new starter, from preparing the role to the end of probation. Tick each task, note who owns it and the date it was done.

Business name	Completed by	Date

Part 1: Before they start

Before hiring	OWNER	DATE DONE
<i>Templates: Job position description; Job advertisement; Job interview guide and questions; Referee report</i>		
☐ Position description prepared		
☐ Employment type, hours and arrangements set		
☐ Award, classification and pay checked		
☐ Interviews and reference checks done		
☐ Start date confirmed		
Employment documents	OWNER	DATE DONE
<i>Templates: Employment agreement (casual, full time, part time); Fair Work Information Statement; Employee details</i>		
☐ Employment agreement signed		
☐ Part time hours in writing, if applicable		
☐ Work rights checked for visa holders		
☐ Fair Work Information Statement provided		
☐ Casual or fixed term statement, if applicable		
Employee information	OWNER	DATE DONE
<i>Templates: Employee details; Tax file number declaration; Superannuation choice</i>		
☐ Employee details completed		
☐ Tax file number declaration completed		
☐ Super choice offered		
☐ Bank and emergency details recorded		

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Before day one	OWNER	DATE DONE
<i>Templates: New staff induction checklist; Induction policy; Employee manual for business</i>		
☐ Manager and team notified		
☐ Workspace and equipment ready		
☐ Email and systems access set up		
☐ Induction schedule prepared		

Part 2: Day one

Day one	OWNER	DATE DONE
<i>Templates: New staff induction checklist; Code of conduct policy; Workplace health and safety policy</i>		
☐ Welcome and introductions		
☐ Workplace induction completed		
☐ Safety and emergency procedures explained		
☐ Key policies introduced		
☐ First week check in booked		

Part 3: Settling in

First week	OWNER	DATE DONE
<i>Templates: Performance review discussion plan; Meeting record with employee</i>		
☐ Priorities and training started		
☐ Tools and access checked		
☐ End of week check in held		

First month	OWNER	DATE DONE
☐ Manager check ins held		
☐ Performance expectations confirmed		
☐ Policy confirmations on file		

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Probation	OWNER	DATE DONE
<i>Templates: Probation policy; Successful probation; Unsuccessful probation; Performance improvement plan</i>		
☐ Midpoint review held		
☐ Concerns raised early		
☐ Final review before the end date		
☐ Outcome confirmed in writing		

Must know

Provide the Fair Work Information Statement before, or as soon as possible after, starting. Offer eligible employees a choice of super fund, usually within 28 days. From 1 July 2026, under payday super, contributions must generally reach the fund within 7 business days of payday. Issue pay slips within one working day and keep records for 7 years.

Dates to diarise

Fair Work Information Statement	Before, or as soon as possible after, starting
Super choice	Usually within 28 days, if eligible
First week check in	End of week one
First month review	End of month one
Probation reviews	Midpoint, and before the end date
Minimum employment period	6 months, or 12 months for a small business employer



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