

ONBOARDING CHECKLIST

- Letter of offer
- Contract / enterprise agreement
- Job description
- Letter of acceptance
- Tax declaration
- Bank details
- Superannuation details
- Xero login
- Staff contact and next of kin details completed
- Uniforms issued
- Practice manual read
- Policies read and signed
- Infection control
- Workplace Health and Safety
- Social media
- Team values
- Training chart completed
- Key to premises
- Security code
- Vaccination checklist

NOTES