

## Before the New Employee Starts

In order to make the new employee feel welcome and help with a seamless transition into their new role, there are a few things that can be done before the first day.

### Employment Forms and Important Workplace Information

Consider what information can be sent prior to the first day. This can save time and free up the first day for learning about the workplace and the actual job. Information that can be sent prior to the first day might include:

- Employment paperwork i.e. employee detail form, tax declaration, super choice form, fair work information statement, employment contract or letter of offer
- Workplace policy and procedure documents – these may be in the form of an employee handbook or just the key policies and procedures the new employee needs to be aware of, including but not limited to:
  - Workplace Health and Safety Policy
  - Code of Conduct
  - Bullying, Harassment, Discrimination Policy
  - ICT/Computer/Email Use Policy
  - Social Media Policy
  - Drug and Alcohol Policy
  - Privacy/Confidentiality Policy

Sending these documents through prior to the start date gives the employee time to read through important information as well as complete paperwork before starting. Most employees keep their personal information at home so providing this information before starting means that the employee should come to work on the first day with their paperwork completed. Not only this, the new employee will have read some information on the workplace so will come better informed than if this information was provided to them on their first day. As a bonus you will be able to assess the new employee's organisation skills and initiative – it's a good sign if they show up with paperwork completed and have read and understood important workplace information.

### Welcome Phone Call

The first day can be scary for some, giving the new employee a welcome call the day prior to starting is a great way to check in with them and give them the information they need to feel more comfortable. This information may include:

- Where to park
- What to wear
- Which entrance to use
- Who to ask for
- Options for lunch i.e. shop nearby or bring your own

## Arrangements for New Employee's Workstation

Before the new employee starts there may be some tasks that need to be completed to make sure they have what they need to start work. This may include:

- Tools and equipment
- Uniform
- Personal Protective Equipment
- Computer including installation of software
- Phone
- Email address
- Inclusion in relevant email groups
- Locker
- Vehicle
- Informing other employees of the new employee starting