



KAAP AGULHAS MUNISIPALITEIT
 CAPE AGULHAS MUNICIPALITY
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Induction Checklist

New employee orientation checklist: example

EMPLOYEE ORIENTATION CHECKLIST

Use these guidelines to conduct a simple yet effective employee orientation, ensuring that all important employment practices are communicated to employees. It is also a good workplace practice to regularly re-orientate employees annually or when changing employment practices in your *Employees Handbook* or *Human Resources Manual*.

Keep this orientation checklist on an employee's file for later use, for example to demonstrate to the CCMA or Labour Court that employment practices have been communicated to particular employee.

NAME	ID#
JOB TITLE	WORK UNIT
START DATE	RATE OF PAY
SUPERVISOR'S NAME	TELEPHONE NUMBERS (W) _____ (H)
REVIEW DATE	CELL NUMBER

Department structure and functions	
<ul style="list-style-type: none"> • Overview of department • Department orientation • Customer orientation • Organisational chart • Function of work unit • Work duties of others in the work unit • Review of specific departmental procedures • Mission statement and operational objectives • Job duties and responsibilities • Performance standard for the job • Probation period • Issue an <i>Employee Handbook</i> 	<p>Notes</p>

<ul style="list-style-type: none"> • Where to get department help and information • _____ • _____ • _____ 	
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Physical surroundings and equipment	
<ul style="list-style-type: none"> • Work area • How to use the telephone • Location of supplies • Care of equipment • Parking • Keys and key control • Housekeeping and safety • After- hours access • Staff ID card • Fire extinguishers and exits • Smoking rules • Review of specific policies pertinent to department • _____ • _____ • _____ 	Notes

Pay for time worked	
<ul style="list-style-type: none"> • Pay cheques • Pay dates • Check distribution • Problem with pay cheque, see supervisor • Changes in personal/ income tax status (name, address) • _____ • _____ • _____ 	Notes

Hours of work	
<ul style="list-style-type: none"> • Work week and hours of work • Meal breaks- when and how long • Work schedule changes • Break periods- when and how long • Punctuality • Attendance • Review of relevant Human Resource Manual procedures • Required overtime, Sunday work, night work or work on public holidays 	Notes

<ul style="list-style-type: none"> • _____ • _____ • _____ 	
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Leaves and absences	
<ul style="list-style-type: none"> • Holidays • Vacation leave request • Vacation leave accrual • Use of leave and approval after six months of service • Sick leave request • Medical release may be required • Sick leave accrual rate • Sick leave w/o pay • Compassionate/ bereavement leave • Family responsibility leave • Department procedures on leave reporting • Leaving during working hours • _____ • _____ • _____ 	Notes

Rights and responsibilities	
<ul style="list-style-type: none"> • Conduct and dress code • Effective work relationships • Professional ethics • Telephone- how to answer • Personal calls • Rules outlining the use of equipment/ resources for personal use • Employee assistance programme • Job injury reported to supervisor • Confidential information • Complaint and appeal procedures • Disciplinary process • _____ • _____ • _____ 	Notes

Other employment practices communicated	
<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ 	Notes

<ul style="list-style-type: none">• _____• _____	
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Original retained by supervisor on employee file

Date for follow- up/ re- orientation of employment practices: _____

Copy to employee:

I, the undersigned, hereby confirm that the above- mentioned policies and procedures have been communicated to me.

EMPLOYEE SIGNATURE

DATE

I, the undersigned, hereby confirm that the above – mentioned policies and procedures have been communicated to the above- mentioned employee.

SUPERVISOR'S SIGNATURE

DATE