

# Employee induction template

The responsibility for carrying out the following tasks rests with the Supervisor of a new employee and this must commence on the employee's first day of work.

## Agenda: Topics to be covered

1. History of MCMC & vision
2. Who's who
3. MCMC policies
4. Benefits review
5. Performance reviews
6. Other resources
7. Most important information
8. Required paperwork
9. Summary

### **1. History of MCMC**

Brief history about the foundation of MCMC.  
MCMC vision, Statement of Purposes and Mission Statement.  
What MCMC currently does.

### **2. Who's Who**

Introduce to all staff and supply with updated staff list and organisation chart.  
Take on tour of depot.

### **3. MCMC Policies**

Highlight most important policies and review.  
Review business hours – flexitime etc.  
Talk about expectations of employees.  
Distribute Staff Handbook.  
Occupational Health and Safety & Rep.  
Enterprise Bargaining Agreement.  
Supply a list of internal committees.  
Notify about quarterly staff meetings.

### **4. Benefits Review**

Annual Leave and Sick Leave.  
Superannuation.  
Training/educational opportunities.  
Other benefits.

### **5. Performance Reviews**

Purpose of reviews.  
Frequency and timing of reviews.  
Outline the review process.  
Distribute and review the forms.

### **6. Other Resources**

Other policy documents.  
First Aid.  
Employee counselling service.  
Union Membership.  
Social Club.  
Borrowing procedure.

### **7. Most Important Information**

How to use the phone.  
Time sheets.  
Lock-up procedure and the security system.  
In-out board.  
Pay day.  
How to use photocopier and printers.  
Disaster plan.  
Recycling system and re-using paper.  
Noticeboard and reading tray.  
Out of bounds areas.  
PMT-specific requirements.  
Privacy requirements.  
Car booking book.  
Protocol on how staff relate to each other.  
Protocol on external communication - including with the media, the general public and the Wurundjeri people.

### **8. Required Paperwork**

Review any forms needing immediate action.  
Present timeframe for completing new employee paperwork.  
Position description - copies to employee and to file.

### **9. Summary**

Discuss topics covered.  
Reiterate welcome.  
Reminder to submit paperwork.