



NEW STARTER INDUCTION PROGRAM/CHECKLIST

Name: _____

Position: _____

Department: _____

Manager/Supervisor: _____

Start Date: _____

HR OFFICER CHECKLIST

	Completed	Date
Personal Documentation Received:		
Contract of Employment		
Tax File Declaration		
Superannuation Details		
Copy of Drivers License		
Bank Details		
Employee Details		
Emergency Contacts		
Copy of Birth Certificate or Passport		
Information on Conditions of Employment:		
Fair Work Information Statement Provided		
Position Description		
Award identified and discussed		
Employment Agreement discussed		
Dealership:		
Overview of Dealership and Toyota		
Conduct Dealership tour including		
Toilets		
Lunchroom		
Car parking		
Notice boards		
Overview of local area		
Public transport		
Overview of department interactions		
Overview of waste management systems		
Introduce to key staff		
Staff Parking Areas		

HR Officer Completed:

Date: _____

**MANAGER / SUPERVISOR CHECKLIST**

	Completed	Date
Introduce the New Employee to:		
Department Managers and Supervisors		
Co Workers		
First Aiders – Department Specific List		
Fire Warden – Michael Blucher		
Occupational Health and Safety Officer – Anthony Marano		
Show the employee their workstation/area		
Show the employee the recycling and waste management systems for their department		

Occupational Health and Safety:		
Location of emergency equipment		
Location of first aid equipment		
Location of exits		
Emergency evacuations procedures		
Instructions on use of fire extinguisher		
Reporting of any injuries and hazards		
First Aid procedure		
Cover manual handling procedures		
Chemical locations and procedures		
Instruction on Workshop safety (Can be done by Workshop Foreman)		

Employee Specific:		
Discuss training plan		
TFL Quality Standards Reviewed		
Complaint Handling Process		
Unacceptable Behavior List (On Show in Reception)		
Inclusion on any training/staff overtime rosters		
Computer Access		

Online & TFL Training:		
Toyota Dealership Induction e-Learning SPK7601 (All Staff)		
Toyota Sales Process Induction e-Learning SPK10401 (Sales only)		
Toyota Sales Policies e-Learning SPK9103 (Sales only)		
Toyota Fleet Plan e-learning SPK9102 (Fleet only)		
TOYOTA FOR LIFE Instructor Lead – Online – (All Staff)		
Australian Consumer Law – ACL eLearning Module – (All Staff)		
Network Central (All Staff)		

Manager /Supervisor Signed:
Date:

NEW EMPLOYEE

I have been informed and understand the above items.
Employee Signed: _____ Date: _____