

Workplace Orientation and 3 Month Induction Plan



WORKPLACE ORIENTATION AND 3 MONTH INDUCTION PLAN

STAFF NAME START DATE

POSITION

WEEK ONE ORIENTATION		
FIRST DAY IN OFFICE / /	Scheduled for	Completed
e.g. Introductions/office tour/settle in/setup desk/payroll paperwork		
Business Overview and Role Familiarisation	Scheduled for	Completed
e.g. History of business, role overview, meet other staff.	Scheduled for	Completed
e.g. History of business, role overview, meet other staff.	Scheduled for	Completed
	Scheduled for	Completed
e.g. History of business, role overview, meet other staff.	Scheduled for	Completed
e.g. History of business, role overview, meet other staff.	Scheduled for	Completed
e.g. History of business, role overview, meet other staff. Review of Job Description and Priorities	Scheduled for	Completed
e.g. History of business, role overview, meet other staff. Review of Job Description and Priorities	Scheduled for	Completed
e.g. History of business, role overview, meet other staff. Review of Job Description and Priorities	Scheduled for	Completed
e.g. History of business, role overview, meet other staff. Review of Job Description and Priorities	Scheduled for	Completed

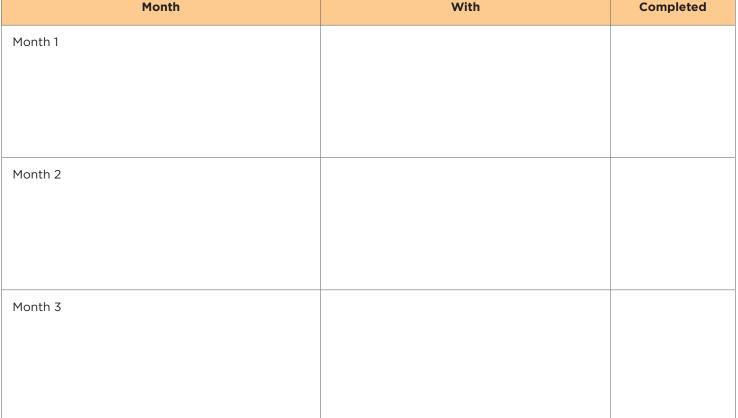
Our Products and Services	Scheduled for	Completed
e.g. website, programs, materials, client services		
Our Clients	Scheduled for	Completed
e.g. Who they are		
What they do		
What we do for them		
What we do for them		
What we do for them		

Our Partners and Suppliers	Scheduled for	Completed
e.g. Alliances. Key partnerships		
Our Processes	Scheduled for	Completed
Our Processes e.g. Operations Manual, HR Manual, OHS	Scheduled for	Completed
	Scheduled for	Completed
e.g. Operations Manual, HR Manual, OHS	Scheduled for	Completed
e.g. Operations Manual, HR Manual, OHS IT Network and Passwords	Scheduled for	Completed
e.g. Operations Manual, HR Manual, OHS IT Network and Passwords Payroll administration	Scheduled for	Completed

MONTH ONE		
Commencing / /	Scheduled for	Completed
Familiarisation and Getting Started		
MONTH TWO		
MONTH TWO Commencing / /	Scheduled for	Completed
	Scheduled for	Completed
Commencing / /	Scheduled for	Completed
Commencing / /	Scheduled for	Completed
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MONTH THREE			
Commencing /	/	Scheduled for	Completed
Achieving Results and Planning ahead.			
MONTHLY INDUCTION REVIEW			
Month	With		Completed
Month 1			





Completion dates and signature	s		
EMPLOYEE	DATE		
MANAGER	DATE		
NOTES:			

