



Facility Management (Victoria) Pty Ltd
Employee Induction Form

Name of Employee: _____

Item	Tick when completed
1. Received Advice of Appointment.	
2. Application for Employment completed.	
3. Employee Privacy Policy signed.	
4. Employee Banking Authority completed.	
5. ATO Tax File Number Declaration completed.	
6. Superannuation Choice Form completed.	
7. Job Description provided.	
8. Advise of duties and work schedule (if applicable).	
9. Advised of Occupational Health and Safety Policy	
10. Advised of Human Resources Protocols	
11. Advised of Mobile Phone Policy (if applicable).	
12. Advised of Smoking Policy.	
13. Advised of Emergency Procedures (if applicable).	
14. Advised of Training required (if applicable).	
15. Introduced to all other staff members at the property.	
16. Shown the location of facilities, toilets, and kitchen facilities.	
17. Shown the location of fire exits and equipment.	
18. Advised of any rostering arrangements that may apply.	
19. Provided or arranged for instructions in the use of computer or other equipment (if applicable).	
20. Advised on the Company's approach to customer relationships and client expectations.	

Induction completed:

Manager _____

Date: ____ / ____ / ____

Employee _____

Date: ____ / ____ / ____

Comments (if any): _____
