



New Employee Contracts and Induction Kits

When onboarding a new employee, whether fulltime, part time or as a casual, it is important to provide them and your business with all the information and documentation to ensure that all parties have a smooth first day on site, and you meet your Fair Work obligations.

The benefits of orientations and new employee kits are to reduce the stress and anxiety of the new recruits.

- It increases the commitment to business and shows professionalism.
- Makes the new starter feel welcome and reduces the percentage of turnover as there is an understanding of the business.
- Increases productivity and decreases avoidable and unnecessary mistakes – when completed thoroughly.
- This also contributes to a positive relationship and communication between the new starters, their colleagues and management.

The documents required in the New Employee Kit should include the following documents.

- Offer of employment (contract for full, part time and casual employees)
- Employee Handbook (if you have one in the business)
- New employee information form
- Tax File Declaration
- Superannuation Form
- **Fair Work Information Statement** in accordance with their employment status. (this will contain the National Employment Standards and is updated annually and applies to full-time and permanent part-time employees).
- If you are hiring a casual, you will need to attach the **Casual Employment Information Statement**.
- If you are onboarding an employee on a fixed term contract, ensure that you have attached the **Fixed Term Contract Information Statement**.
- Work Health and Safety instructions and induction.

It is expected that a representative of the business (mainly the manager/payroll) will go through the documentation on or before the first day onsite to ensure that it is all completed correctly, and properly signed.

They would also need to go through each clause of the contract and the National Employment Standards (NES) to confirm that the employee has understood the conditions of their employment.

In addition, if you require any further advice or assistance with this important process then please contact the Employment Relations Team on (02) 9016 9000 or at eradvice@mtansw.com.au

