

Coaching Guide 1

Welcome a new employee

Aim: To prepare for your new employee's work commencing

A workplace induction is a process that ensures new employees receive accurate and consistent information on how to perform work tasks safely and effectively.

To help a new employee's first day and induction go smoothly, you need to prepare before they arrive.

This pre-start checklist provides you with guidance for completing all necessary employment paperwork to prepare for your employee's first day.

Be prepared for day 1

Set up a welcome package including sending a welcome letter before they start induction.

Use the Pre-Start Checklist.

- Check what paperwork has already been submitted.
- Fill out the Checklist before you communicate with them, so you and they are ready and up-to-speed when for their first day.
- Where something is not needed by the employee, strike it out in the checklist (e.g. Visa or House Agreement)

You can send them the Pre-Start checklist to help both you and the new worker know what paperwork needs to be completed and what is expected on the first day of work.

Keep in touch via phone or email with your new employee before they start.

Create an employee file (electronic and paper-based) where important documents about the employee can be stored.

Add your new employee to Dairy Passport so they can start reading about your farm, their role and what the onboarding to their new job will involve.

Plan their onboarding by identifying key areas that need to be covered. Select on-farm activities/tasks for the employee that relate to their role in Dairy Passport and these will map the onboarding journey for you and the employee.

COVID-19 – before they arrive

- Check if your new employee is likely to be particularly at risk with COVID-19 (for example, are they older than 60 years of age, immune suppressed or do they have health conditions?). This may influence the tasks that you assign to them (for example, to have minimal contact with others and/or to work outside).
- Have your farm COVIDSafe Plan ready to discuss with your new employee, to emphasize what they must do under the Plan.

The First Day

Where are we meeting

What time does the employee start day 1?

Who does the new employee need to report to on day 1?

Who is the direct supervisor of the employee?

Who will be meeting with the new employee on day 1, and what is their role on-farm?

Paperwork

What paperwork does the employee receive and/or provide

- Offer of employment, contract of employment (including position description)
- Bank account details
- Tax file number/ATO
- Superannuation forms
- Fair Work Information Statement
- Employee's emergency contact details
- House agreement sign off
- Licenses e.g. driver's license, forklift licence
- Passport and visa (if they are overseas visiting and working in Australia)
- Qualification : _____
- Apprenticeship or traineeship papers

Hours and Shifts

Do they have to complete a probational period

- Yes, the probationary period is 90 days from:

- No, they are casual employment

What are their hours and shifts? ____Hrs/ week

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start							
Finish							

Uniform and Tools

Do they have to wear a uniform for work

- Yes
- It will be provided on their first day
- It has been posted to you

No, recommended clothing

How frequently do work clothes need to be cleaned

- Daily
- Other

Tools required on the first day

- None required

Helping to settle in

- Assign a coach for onboarding

- Assign a buddy for moral support

- Register the employee as on your farm on Dairy Passport and assign on-farm activities/tasks

- Advise who they should ask if they have questions about their job

Duties

- Duties are outlined in the position description

Other Information
