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| --- | --- |
| Please note that it may take up to one month to successfully onboard a new employee before they can begin working. | |
| **Form Start Date** *(date the form was initiated)* |  |
| **Employee Name** |  |
| **Job Title** |  |
| **Department** |  |
| **Employment Basis** |  |
| **Pay Level** |  |
| **Commencement Date** *(date the employee began work)* |  |
| **HR Signature & Date** *(to confirm form completion and review)* |  |
| This checklist must be followed step-by-step in the order presented—do not skip ahead or complete steps out of sequence. Each stage builds on the previous one to ensure a smooth and compliant hiring process. | |

| **Task – follow steps in sequence** | **Information Required** | **Who is Responsible?** | **Initial Once Completed** |
| --- | --- | --- | --- |
| **Step 1.** Interview potential employee  Refer to Recruitment & Selection of Staff (QMS) for further information | [HRF -27](http://gms.kyeema.com.au/#/documents/humanrescourceforms.html HRF -27) Interview Questions Support Workers  Other employee interview questions are on the QMS  2 x completed interview forms to go to HR | HR |  |
| **Step 2.** Complete referee checks | 2 x completed reference check forms to go to HR  HRF-24 Referee Check Questions - support worker and team leader positions  HRF-56 Referee Check Questions - managers and corporate | HR |  |
| Screening WSC, WWCC, First Aid | | | |
| **Step 3**. Call employee and offer position. | The position is pending NDIS Worker Screening and Working with Children clearance. | HR |  |
| **Step 4.** Provide information to new employee on how to apply for NDIS Worker Screen and WWCC (if required) | Email template – QMS – HR Employee onboarding screening check email template | HR |  |
| **Step 5.** New employee to be checked against the **NDIS Worker Screening Check** (unless exempt)  Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | The employee may already have a NDIS clearance through another employer. If this is the case, they must log in to their account and requested Kyeema Support Services as a new employer. HR must then log into the NDIS Commission Portland and verify the request.  Any **new** clearances must be checked within the portal. QMS: Portals > Linking a worker with a NDIS Worker Screening Check to a new employer – Procedure. | HR |  |
| **Step 6**. New employee member to complete and provide copy of **Working with Children Check** (unless exempt)  Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email instructions on how to apply for WWCC (if applicable)  WWCC must be a working clearance. Not a volunteer clearance. They must request Kyeema support services as the employer on new or existing clearance. | HR |  |
| **Step 7.** Provide First Aid & CPR certificates or booking with registered RTO and course date. | Send evidence to Training Officer | Employee/ HR |  |
| Contract & Employment Pack | | | |
| **Step 8.** Create New Employee hard copy file | Locked file in HR office until complete, once file is complete it is to be stored in Finance Office | HR |  |
| **Step 9**. Provide Contract of Employment | Contract of Employment - Casual HRF - 41   * Permanent HRF - 42   Signed contract uploaded to HR platform, stored in hard copy file and copy provided to Finance Officer | HR |  |
| **Step 10**. Provide employee with Staff Employment Package.  Forms to be completed and returned | Staff Employment Package located HR office includes the:  Employment Information Pack (current version on QMS)  HRF-25 Employment Information Pack – Acknowledgement Form | HR |  |
| **Step 11.** Record keeping on HR platform | All safeguard checks, First Aid/CPR and returned documents to be added | HR |  |
| Work Email & Name Badge | | | |
| **Step 12.** Email In-house IT to organise a user account and email address for new employee member and set up multi factor authentication | jesse@kyeema.com.au (or service@gunners.com.au if Jesse n/a long-term)  **IT will need to be informed if the new employee is commencing in an Admin position as IT will need to create an email signature.**  (if known) IT will need to be advised of the employees’ position so that they can be added to relevant email groups. E.g. (SIL, Ameeyk, Day Activities) | In house IT |  |
| **Step 13.** Add details to the **“All Staff – Computer Passwords for Email Accounts”** | K:\Admin\Management Team\Management Private Information | In house IT |  |
| **Step 14.** Order Name Badge | In house IT will add name to Badge Order in Stationery Order book (these are ordered in bulk – book is kept in reception) | In house IT |  |
| Training & Induction | | | |
| **Step 15.** Create New employee file on Sentrient and assign relevant workflow. Login credentials to be emailed to employees work email. | <https://kyeema.sentrient.online/>  Email Template – QMS- HR Employee | Training Officer |  |
| **Step 16.** Complete NDIS Worker Orientation & NDIS New Worker Induction Modules |  |  |  |
| **Step 17.** Site Walk Through | Complete Site Induction using HRF-01 Induction Checklist for Staff | Training Officer |  |
| **Step 18.** Set staff formal Induction Day  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Induction dates- scheduled when there are sufficient number of new employees to attend  The Induction includes:  Staff boundaries, meet the managers/CEO, about Kyeema, OHS | Training Officer |  |
| CareLink | | | |
| **Step 19**. Create new Employee on Carelink | Adding in personal details, WWCC, First Aid and CPR, training service only | HR |  |
| **Step 20**. Create Timesheet and Roster schedules in Carelink |  | HR |  |
| **Step 21**. Employee photo | Take headshot photo of employee. Add to K:\General Items for All Staff\Staff Photos | HR |  |
| Carelink Go Induction | | | |
| **Step 22**. Carelink Mobile Induction | Complete Induction using HRF-04 Carelink Mobile Induction Checklist | Training Officer |  |
| Timesheet / Payroll | | | |
| **Step 23.** Add employee to team leader spread sheet for timesheet allocation | K:\General Items for All Staff\Staff Listings | HR |  |
| **Step 24**. New employee details to be entered into On-Call Phone |  | HR |  |
| **Step 25**. Does the new employee have a Portable Long Service Leave account? | Y / N | HR |  |
| **Step 26.** Notify Finance Officer of new employee | Finance officer to add new employee finance and payroll details | HR |  |
| **Step 27.** Update Team Leaders | Email the team leaders with an onboarding update.  The HR will send a follow up email confirming that the new employee is ready to be allocated shifts. | HR |  |

**Please tick that the following documents have been received: PLEASE NOTE the new employee holding existing WWCC must update/link to Kyeema via website.**

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| --- | --- |
| 100 Points of ID |  |
| Current Driver’s Licence (40 points) |  |
| Current WWCC (link to Kyeema) |  |
| Current First Aid Certificate |  |
| NDIS Worker Orientation Module |  |
| NDIS New Worker Induction Module |  |
| NDIS Worker Screening Check (Link to Kyeema) |  |

**Details of employee’s second employment if any:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 28. HR Manager approval**

I confirm that all tasks have been completed before any shifts are allocated to the new employee.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **FINAL TASK -** Once **all** tasks are complete on checklist. | **Who is Responsible?** | **Initial** |
| **Step 29.** Email notification – new worker   1. Notify Team Leaders so they can start allocating shifts 2. Email to Team Leaders, Supp Co and Corporate Team introducing new employee, give relevant information on background, start date and availability. | HR |  |

**Step 30. Record keeping:**

Electronic copy to HR platform

Hard copy to staff file - finance office

Finance Dept - payroll

Update Risk Assessed Roles – **Tick the box for the roles this employee will be performing**

**Tick:**  Disability Support Worker  Team Leader - *includes* Supervisor or APO  Manager  Support Coordinator  Finance Worker  CEO  Board member  Other

|  |  |
| --- | --- |
| **Risk Assessed Role**  This list is important for identifying when a worker is performing a risk assessed role which requires a Worker Screening Clearance | **Worker type that performs these roles.**  These roles are pre-filled. Some risk assessed roles may not apply at onboarding but may apply later e.g. high intensity daily personal activities |
| **2. Assistance to access and maintain employment or higher education.** | Disability Support Worker, Team Leader, Manager, CEO |
| **6. Assistance in coordinating or managing life stages, transitions, and supports** | Disability Support Worker, Team Leader, Manager, CEO, Support Coordinator |
| **7. Assistance with daily personal activities** | Disability Support Worker |
| **15. Assistance with daily life tasks in a group or shared living arrangement** | Disability Support Worker, Team Leader |
| **16. Innovative community participation** | Disability Support Worker, Team Leader, Manager, CEO |
| **17. Development of daily living and life skills** | Disability Support Worker, Team Leader |
| **18. Early intervention supports for early childhood** | Disability Support Worker |
| **25. Participation in community, social and civic activities** | Disability Support Worker, Team Leader, Manager |
| **37. Group and centre-based activities** | Disability Support Worker, Team Leader, Manager, CEO |
| **8. Assistance with travel/ transport arrangements with respect to specialised transport to employment/ community** | Disability Support Worker, Team Leader, Manager, CEO |
| **4. High intensity daily personal activities** | *Not applicable at onboarding — add later if required* |
| **33. Specialised support coordination** | Support Coordinator |
| **34. Specialised supported employment** | Team Leader, Manager |
| **26. Exercise physiology and personal training** | *Not applicable at onboarding — add later if required* |
| **27. Management of funding for supports in participant plans** | Finance Worker |
| **28. Therapeutic supports** | Therapy Assistant |
| **Employee in additional / alternate roles** | |
| **KEY Personnel – Board and CEO** | Board |