

Online Staff Induction – Required Items Checklist

As the formal part to your Online Staff induction, we require you (the employee) to complete these checklist items. The items are to be completed within six weeks of you commencing employment.

Further instruction and information regarding required items is available from our online [Staff Induction](#) web page.

To be completed: by Week 6

Required items	Completed	Date completed
<ul style="list-style-type: none">• Role clarification/ Position description		
<ul style="list-style-type: none">• Behaviour expectations and code of conduct discussed		
<ul style="list-style-type: none">• Probation discussed		
<ul style="list-style-type: none">• Management for Performance discussed		
<ul style="list-style-type: none">• Emergency procedures and security read		
<ul style="list-style-type: none">• OS&H Induction, EO Training Program and Recordkeeping Training enrolled or completed		
<ul style="list-style-type: none">• Qualifications provided to payroll via authorised ECU Staff Member		

I agree that I have completed the above items required as part of the ECU Online Staff Induction.

First name:

Surname:

GUZZ-8:

Date.

Gi Va JhCompleted : orm to Payroll

Enter all required information into this form and when completed use the 'Submit Completed Form' button to send a copy of this document to Payroll. A new email message to Payroll will open with this completed form automatically attached. Please copy your supervisor in to your email when you submit this form.