

STAFF ONBOARDING CHECKLIST



While onboarding new staff is more than ticking boxes, HR professionals must help you meet your compliance obligations with Australian employment laws and create a welcoming environment. A comprehensive staff onboarding checklist can help keep the process on track and ensure nothing is overlooked.

Employee onboarding checklist

TASK	DETAILS	COMPLETED
1. Copies of identification documents provided.	Verify identity per the Australian Government's 100 Point Check (Australian Government, Department of Home Affairs)	
2. Right-to-work documentation verified.	Confirm eligibility to work in Australia via Visa Entitlement Verification Online (VEVO) (Department of Home Affairs)	
3. Background checks completed (if applicable).	Conduct National Police Check or Working with Children Check as required (Australian Federal Police; state-specific legislation)	
4. Previous employment details obtained.	Request relevant employment history or separation certificates (if applicable)	
5. Tax File Number (TFN) declaration completed.	Employee must provide TFN or complete a TFN declaration form (Australian Taxation Office — ATO). Employees must provide this information before or on their first payday; otherwise or the highest tax rate will be applied.	
6. Superannuation fund details are collected.	The employee selects or is defaulted to a super fund per the Superannuation Guarantee (Administration) Act 1992 . Employees must choose a super fund before their first payday.	
7. Employment contract signed and returned.	Ensure the contract complies with the Fair Work Act 2009 and the relevant Modern Award or Enterprise Agreement	
8. Payroll and superannuation enrolment completed.	Set up the employee in the payroll system and arrange super contributions	
9. Employee details entered into the HR system.	Record all personal and employment details securely	
10. Emergency contact information collected.	For workplace safety and emergency response	
11. Enrolled in company benefits (if applicable).	Include health insurance, salary packaging, or other benefits	

TASK	DETAILS	COMPLETED
12. Laptop, phone and other equipment prepared.	Ensure equipment complies with workplace health and safety standards	
13. Email account created and system logins activated.	Set up IT access with appropriate security protocols	
14. Access permissions set (buildings, systems, software).	Follow company security policies and Privacy Act 1988 requirements	
15. Security passes, ID cards, and parking permits issued.	Issue as per company policy	
16. Workspace prepared (desk, chair, welcome sign).	Ensure ergonomic setup in line with Work Health and Safety Act 2011	
17. Welcome message shared with team.	Facilitate team integration	
18. Welcome pack shared (handbook, FAQs).	Include policies, procedures, and relevant workplace information	
19. First day and first week instructions shared.	Outline schedule and expectations	
20. Comprehensive orientation session provided.	Cover workplace policies, safety and culture	
21. Induction training provided (health & safety, privacy, etc.).	Comply with Work Health and Safety (WHS) regulations and Privacy Act 1988	
22. Company culture, values, and mission explained.	Promote engagement and alignment	
23. Job expectations and administrative procedures explained.	Clarify roles, responsibilities and reporting lines	
24. Introduced to the team, department, and other colleagues.	Encourage social connection	
25. Buddy or mentor assigned for support and guidance.	Support employee integration and development	
26. Role-specific training plan created.	Tailor training to job requirements	
27. Probation period objectives agreed with manager.	Set clear performance goals (typically three to six months)	
28. Regular check-ins scheduled (30, 60, 90 days).	Monitor progress and provide feedback	
29. Early feedback session booked (end of week one).	Address initial concerns and questions	
30. Workplace adjustments arranged (ergonomic equipment, accessibility).	Comply with Disability Discrimination Act 1992 and WHS requirements	

TASK	DETAILS	COMPLETED
31. Wellbeing resources introduced (EAP, mental health support).	Promote employee health and resilience	
32. Inclusion and diversity networks explained.	Support diversity and inclusion initiatives	
33. Access to learning and development platforms provided.	Encourage continuous professional development	
34. Employee onboarding feedback collected.	Use feedback to improve processes	
35. End-of-probation review and development discussion planned.	Formal review to confirm employment and discuss growth	

HOW TO IMPROVE ONBOARDING NEW EMPLOYEES

Many Australian companies are moving beyond checklists to adopt integrated staff onboarding software. HR onboarding software can automate onboarding tasks, from recruitment and onboarding to retirement, thereby improving efficiency and enhancing the employee experience. Alternatively, outsourcing HR services can provide expertise.

ONBOARDING CHECKLIST KEY REFERENCES:

- [**Fair Work Act 2009**](#)
- [**Work Health and Safety Act 2011**](#)
- [**Privacy Act 1988**](#)
- [**Superannuation Guarantee**](#)
- [**Australian Taxation Office \(ATO\) TFN information**](#)
- [**Department of Home Affairs VEVO**](#)

