

To: All Store Manager

### **IGA Induction Procedure**

The process when hiring staff is about to undergo a change. To ensure the message to the staff is consistent we have decided to centralise the induction process. The commitment from the store will now require you to:

Complete In store: (once staff member commences)

- Smaller policy and procedure booklet
- Work safe practices
- Fire online training
- EI Paperwork and Photo's

We still need to ensure that we adhere to legislative requirements hence the induction checklist has been revised and is listed on the next page. Once you have inducted your team member documentation must be recorded in the managers meeting, the following checklist completed and then scanned and emailed to the HR Manager. Once this has been sent through the HR/Training Manager will update the employee abilities.

Completed at Head Office: (completed once a month)

- Customer service module
- Preventing theft module
- OHS module
- Sign up for the Cert III program (if the staff member wishes)

*You need to keep the completion certificate from the fire online training program in the staff members file or at the back of the Firevac folder for fire inspections.*

Regards

Nicole Benneyworth  
HR/Training Manager

## INDUCTION CHECKLIST

I have certified that \_\_\_\_\_ has completed their in store induction on \_\_\_\_\_ and are ready for work at \_\_\_\_\_.

Type of document	Initial
Application form	
Induction checklist on managers weekly checklist	
Tax file number declaration	
Super fund form	
Commencement form	
Tobacco Authorisation Document	
Fire online course <a href="http://www.fvs.com.au">www.fvs.com.au</a>	
Set them up on EI	
Photograph of staff member uploaded onto EI website	
Store Induction booklet	
Safe work procedures	
Induction Training	
Visa details if applicable	

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

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