Despite the size and type of your service, developing an effective employee orientation program should be a priority. Good orientation is important because it:

- provides the new employee with concise and accurate information to make them feel comfortable in the job;
- encourages employee confidence and helps the new employee adapt faster to the job;
- contributes to a more real, effective work environment, and;
- improves employee retention and promotes communication between the supervisor and the new employee.

**CLEAR CLARIFICATION OF THE JOB**
1. Updated job description including duties and expectations
2. Provide time to ask questions about role

**INFORMATION REGARDING THE PAY, AWARD, LEAVE, BENEFITS AND CONDITION.**

**LETTER OF EMPLOYMENT AND CONTRACT, WHICH INDICATES:**
1. Employers name
2. Position title
3. Job description
4. Award name and classification and rate of pay and relevant union
5. Usual hours of work
6. Procedures of timekeeping, payment (appropriate forms to be completed for pays) and other administrative tasks
7. Code of professional standards (sample can be downloaded on Network’s website in the members area)
8. Information regarding leave, superannuation, grievance and disciplinary procedures

**AN OUTLINE OF THE CENTRE’S PHILOSOPHY, POLICIES AND PROCEDURES**
1. Details of the services philosophy, main policies and procedures
2. Allocate time to go over the main points of the policies - It is important to explain their role as a mandatory reporter and child protection policies and procedures
3. Identification of where relevant documents are stored
4. Information on what to do and who to contact if they have any issues

**CREATE PERSONNEL FILE**
Record any specific / training/ qualifications and take copies for personnel file
A PROPER TOUR OF FACILITIES AND EQUIPMENT. TOUR OF BUILDING, IDENTIFY:
1. Office areas, information storage
2. Notice boards
3. Sign in/out sheets
4. Childrens bag storage area
5. Equipment storage areas
6. Kitchen and facilities
7. Toilets and facilities
8. Rubbish and recycling areas
9. First aid kits and names of staff who have first aid certificates
10. Fire extinguishers
11. Emergency exits and drill

PROPER INTRODUCTIONS TO STAFF AND MANAGEMENT, AND THE COMMUNITY
1. New staff members formally introduced to the other staff
2. New staff member formally introduced to management members
3. List provided of management members names, positions held & duties of that position
4. Formally introduced to families – this can be a notice at the service, email notice, as well as verbal introductions
5. Introduced to the principal and teachers at the school

COMPUTER SYSTEMS
Log in process for computer system. How to access service records (e.g. email) if appropriate.

RESOURCES
1. NQF Resource Kit – give out (fact sheet on NQF for new educators available on Network website)
2. National Laws and Regulations (Education & Care)- copies need to be on site
3. Award - copies need to be on site
4. Other relevant publications & resources – how do you share Network information between staff?

EMERGENCY PROCEDURES
1. Fire alarm and fire evacuation procedures
2. Assembly point in case of an evacuation
3. Fire exit and fire equipment location
4. Fire equipment use
5. Crisis and events procedures

SIGN OFF
Employee’s name ___________________________ Date _______________

Co-ordinator (Nominated Supervisor) ___________________________ Date _______________

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