



CHECKLIST FOR INDUCTION OF NEW EMPLOYEES

(JOB LEVELS 19 – 5)

Name of new employee: _____

Date of appointment: _____

Job title: _____

Department / Division: _____

Person responsible for welcoming programme: _____

Direct line manager: _____

| Ensure that the following is completed / takes place in the first week. | Responsible Person | Notes |
|---|----------------------------|-------|
| Welcome new employee and provide them with copy of this induction checklist. | Line manager and secretary | |
| Inform new employee about 3 induction programmes (SU Connect) which takes place each year and to which they will be invited by HR. | Line manager | |
| Inform new employee about area on HR website (http://www0.sun.ac.za/hr/) (On-boarding) where relevant information can be obtained. | Line manager | |
| Complete all forms (and hand in at Human Resources) i.e.: <ul style="list-style-type: none">• Acceptance documentation• Medical options• Package structuring• Copy of ID/Passport/Work Permit• Nomination forms | HR Practitioner | |

| Ensure that the following is completed / takes place in the first week. | Responsible Person | Notes |
|--|----------------------------|-------|
| Obtain: <ul style="list-style-type: none"> • A staff card • A parking disc • Access codes • Tax number | Secretary | |
| Obtain admission to: <ul style="list-style-type: none"> • A computer (e-mail) • A telephone and important contact numbers • A fax machine and/or copier | Secretary | |
| Acquaint yourself with: <ul style="list-style-type: none"> • Working hours • Immediate work environment (own and other important buildings) • Dress code • Smoking areas • Parking arrangements | Line manager and secretary | |
| Acquaint yourself with the following with regard to your job and work environment: <ul style="list-style-type: none"> • Meetings and other communication processes • The business plan (vision/mission/goals) of your environment • Requirements of your job (job description) / duties • Your performance standards (work agreement) • The structure of your environment • Your colleagues and main clients | Line manager and secretary | |

| Ensure that the following is completed / takes place in the first week. | Responsible Person | Notes |
|---|----------------------------|-------|
| Acquaint yourself with the following with regard to your job and work environment: <ul style="list-style-type: none"> Grievance procedure and policy on sexual harassment Where all necessary documentation is available on the website | Line manager and secretary | |
| Work agreement | Line manager | |
| Job description / Duties | Line manager | |
| Personal Development Plan (PDP) | Line manager | |

NEW EMPLOYEE: SIGNATURE

DATE

NEW EMPLOYEE: NAME

LINE MANAGER: SIGNATURE

DATE

LINE MANAGER: NAME