

QTIC - Employer Help 2. Starting Staff

Instruction for Managers

- Complete this checklist and look closely at what you do, make notes on what you can improve
- Don't forget to be in contact with your Association and ask if they have resources to help you
- Most importantly, pop this into your HR Plan for your business

Making an Offer	Tips
Want to offer an applicant the job?	<p>Make the offer verbally.</p> <p>Document it into a Letter of Offer which outlines the relevant conditions of employment.</p> <p>Have the applicant sign the letter – PRIOR TO EMPLOYMENT</p>
Not sure of legal obligations?	If you are not sure of what you should be offering, get professional assistance – either through your Association, Legal Advisor or Government Bodies.
Starting your new staff member	
Be prepared!	<p>This is a celebration! Make sure you and your team are just as happy about your new team member – as they are on the first day of the job!</p> <p>Here are some tips:</p> <ul style="list-style-type: none"> • Make sure everyone knows and welcomes them to the team • Have the workplace ready – there is nothing worse for a new staff member to not being looked after on their first day • Have your orientation process prepared • Select a buddy who is happy to support the new staff. (This may be a good way to develop supervisory skills in your existing staff while you are at it!)
So what is involved in an Orientation	<p>On a new staff members first day, take them on a tour of the business, introduce to other staff and have all the documentation completed – STRAIGHT AWAY!</p> <p>What documents?</p> <ul style="list-style-type: none"> • Sign off orientation checklist on your policies, and health and safety • Tax Declaration • Superannuation • Get a copy of the signed employment contract and signed position description • You may have other documents as well <p>Explain how things work including rosters, your work culture i.e. “how things work around here”, expectations and what is included in your policies.</p> <p>If you have a chance to buddy your new staff member with an existing staff member – it is a good thing to do.</p>
Paperwork!	<p>Set up your staff file – and make sure it is confidential!</p> <p>Update your staff management database – if you have one.</p> <p>This is important to visas, track licenses, expiry dates and anniversaries. Don't commit it to memory – have a system in place – even if it is a spreadsheet or outlook.</p>
Settling new staff in	<p>Don't forget to follow up on your new staff after they have started.</p> <p>Make sure your expectations of each other are clear.</p> <p>Here is a simple tip that really works – celebrate the end of probation with a thank you!</p>