

## QTIC - Employer Help 4. Managing Staff Information

### 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

Information	Tips
How do I manage paperwork during start up?	<p>When you make an offer and it has been accepted, print all the documents you need for the first day at the same time.</p> <p>Prepare a start up kit and schedule time in your diary – and commit to it!</p> <p>When a new staff member starts, get the documentation out of the way straight away! Make sure new staff members bring all their documents with them on their first day – including: Tax file number, Superannuation details, Identification and Bank details</p> <p>This will save you a lot of time!</p>
How do I manage paperwork during staff employment?	<p>Schedule tasks to do at the same time.</p> <ul style="list-style-type: none"> <li>• Performance Reviews – schedule during a month when you are not so busy.</li> <li>• Start Staff at the same time each week – which helps you to manage your time</li> <li>• Reorientation of all your staff at the same time every year. This should include WHS, organizational changes, updates on legislation (e.g. smoking etc)</li> </ul> <p>Note: Staff need to sign all mandatory training, and agree to decisions that impact on their expected performance.</p>
How do I do an annual Legislation Check?	<p>Create a task to review changes in legislation once a year – it will give you peace of mind and save you lots of time.</p>
How do I know if staff are up to date with job requirements?	<p>Complete an Annual Reorientation – for all staff!</p> <p>This will help you if you missed an orientation of a new staff member and also keep everybody in the loop!</p> <p>Your staff will appreciate it!</p>