



Employee Engagement Checklist

Ensure the following is completed on engagement with an employee.

Employee Name:

Date:

Location:

	Yes	No	Date finalised & filed	Comments
Application for engagement	<input type="checkbox"/>	<input type="checkbox"/>		
Copy of successful employee's letter	<input type="checkbox"/>	<input type="checkbox"/>		
Confidential health questionnaire	<input type="checkbox"/>	<input type="checkbox"/>		
Reference checklist	<input type="checkbox"/>	<input type="checkbox"/>		
Employee Declaration	<input type="checkbox"/>	<input type="checkbox"/>		
Deed of Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>		
Signed induction form	<input type="checkbox"/>	<input type="checkbox"/>		
Checklist for company property	<input type="checkbox"/>	<input type="checkbox"/>		
Bank account details	<input type="checkbox"/>	<input type="checkbox"/>		
Acknowledgement of receipt of induction handbook	<input type="checkbox"/>	<input type="checkbox"/>		
Acknowledgement of receipt of policies, including: <ul style="list-style-type: none"> • WH&S • Drug & alcohol • Chain of Responsibility • Fatigue management • Managing fatigue risks • Maintenance • Loads in excess of legal limits • Managing speed • Other (please specify) 	<input type="checkbox"/>	<input type="checkbox"/>		
Police check	<input type="checkbox"/>	<input type="checkbox"/>		

Manager's Name:

Signature: