

- | | Tick when complete |
|---|--------------------------|
| 1. Ensure you send the following documentation to the successful candidate. | <input type="checkbox"/> |
| a. The letter of offer (<i>permanent, fixed term or casual</i>) | <input type="checkbox"/> |
| b. The Individual or Collective Employment Contract (<i>permanent, fixed term or casual</i>). | <input type="checkbox"/> |
| c. The <i>employee handbook</i> and any company policies. | <input type="checkbox"/> |
| d. <i>Personal Contact Details Form</i> | <input type="checkbox"/> |
| e. <i>Declaration of Work Fitness</i> | <input type="checkbox"/> |
| f. Payroll details form and <i>IR330</i> (to be returned on or before the first day of employment). | <input type="checkbox"/> |
| g. Bank Details Form | <input type="checkbox"/> |
| h. Supply Employee Information Pack on KiwiSaver (KS3)
- Available from <i>Inland Revenue</i> * | <input type="checkbox"/> |
| 2. Develop Employee Personnel file (after review or processing) to store the above information. | <input type="checkbox"/> |
| 3. Consider any internal systems - for example: | <input type="checkbox"/> |
| a. Announcement of Employment | <input type="checkbox"/> |
| b. Company Orientation | <input type="checkbox"/> |
| c. Computer Access | <input type="checkbox"/> |
| d. Uniforms | <input type="checkbox"/> |
| e. Hardware or cell phone | <input type="checkbox"/> |
| f. Keys and security code | <input type="checkbox"/> |
| 4. Complete <i>Induction Checklist</i> . | <input type="checkbox"/> |
| 5. Refer to <i>Staff Induction Booklet</i> for the new employee. | <input type="checkbox"/> |
| 6. <i>Employee Health & Safety Post Induction</i> Declaration should be signed. | <input type="checkbox"/> |

* Note: for all other KiwiSaver issues, please contact your Payroll support service.