

Onboarding checklist

Apprentice Name: _____

Role: _____

Dept: _____

Mentor/Supervisor: _____

Week 1

- Welcome meeting with team.
- Complete workplace tour (include Toilets, Break Areas, Evacuation protocols)
- Overview of role and expectations.
- Health and safety inductions
- Set up work email and tools.
- Apprenticeship registration.

Employment administrative paperwork

- Employment Contract
- Tax File Number (TFN)
- Bank Details
- Superannuation Details
- Emergency Contact Information
- Proof of Identity
- Fair Work Information Statement

Week 4

- First feedback session with mentor/supervisor
- Review job performance.
- Complete any pending safety training.
- Review and finalise RTO training plan.
- Meet with RTO (if applicable).

Week 4 – 26 (ongoing until end of probationary period)

- Feedback session with mentor/supervisor
- Comprehensive job performance review.
- Discuss future development.
- Update apprenticeship agreement if needed.
- Probationary period review (Check AASN agreement for this date)

Confirmation

Name: _____ Signature: _____ Date: _____



End of onboarding feedback

Apprentice Name: _____

Role: _____

Dept: _____

Mentor/Supervisor: _____

Feedback on Overall Experience

How would you rate your overall onboarding experience?

Excellent Good Average Below Average Poor

What aspects of the onboarding process did you find most helpful?

Were there any areas of the onboarding that you felt were unnecessary or could be improved?

Specific Elements

Orientation and Introduction

Very Effective Effective Neutral Ineffective Very Ineffective

Comments:

Training and Development Opportunities

Very Satisfied Satisfied Neutral Unsatisfied Very Unsatisfied

Comments:

Feedback and Support from Mentor/Supervisor

Extremely Helpful Helpful Neutral Unhelpful Very Unhelpful

Comments:

Integration with Team and Company Culture

Very Well Well Neutral Poorly Very Poorly

Comments:

Improvement Suggestions

What changes or additions would you suggest for future apprentices?

Confirmation

Name: _____ Signature: _____ Date: _____

