1. The items marked with an * are to be completed and placed in employee's HR file at time of appointment
2. A copy of this form is to be stapled inside the front cover of each employee's HR file
3. A copy of the New Staff Photo should be allocated to the Employee File.

Staff Portfolio Checklist

Staff Recruitment Checklist			
Tick/Initials		**TQM**	**Staff Profile Index**
		RBIT_TQM_ST_HR_0608_v.6	* HR Management Approval for Recruitment
		RBIT_TQM_ST_HR_0608_v.6	* Position Advertisement or Position Description
		RBIT_TQM_ST_HR_0608_v.6	* Job Applicants Interview Agenda
		RBIT_TQM_ST_HR_0608_v.6	*Résumé /CV
		RBIT_TQM_ST_HR_0608_v.6	*Qualifications
		RBIT_TQM_ST_HR_0608_v.6	*Application For Employment
		RBIT_TQM_ST_HR_0608_v.6	*Administration Staff Assessment Form
		RBIT_TQM_ST_HR_0608_v.6	*Role Description
		RBIT_TQM_ST_HR_0608_v.6	*Letter of Appointment
		RBIT_TQM_ST_HR_0608_v.6	*Reference Check
		RBIT_TQM_ST_HR_0608_v.6	*Driver's License/Passport
		RBIT_TQM_ST_HR_0608_v.6	*Health Insurance/Medicare
Staff Induction & Management Checklist			
Tick/Initials		**TQM**	**Staff Profile Index**
		RBIT_TQM_ST_HR_0608_v.6	*RBIT Staff Welcome Letter
		RBIT_TQM_ST_HR_0608_v.6	*RBIT-QA Management Induction Form
		RBIT_TQM_ST_HR_0608_v.6	*Employment Information Form & ABN Supplied
		RBIT_TQM_ST_HR_0608_v.6	*TFN Declaration
		RBIT_TQM_ST_HR_0608_v.6	*Superannuation information
		RBIT_TQM_ST_HR_0608_v.6	* Staff Update Details
		RBIT_TQM_ST_HR_0608_v.6	*Contract Package - Full Time/Casual/Contractor
		RBIT_TQM_ST_HR_0608_v.6	*Staff Roles & Responsibilities Description
		RBIT_TQM_ST_HR_0608_v.6	*Staff Handbook Acknowledge
		RBIT_TQM_ST_HR_0608_v.6	*Staff Acknowledgement of Understanding
		RBIT_TQM_ST_HR_0608_v.6	*RBIT Confidentiality Statement Acknowledgement
		RBIT_TQM_ST_HR_0608_v.6	*Staff Quality Service Declaration
		RBIT_TQM_ST_HR_0608_v.6	*Acknowledgement Receipt of Campus Keys/Mobile/Parking card
		RBIT_TQM_ST_HR_0608_v.6	*Issue of Staff ID/IT Password Form
		RBIT_TQM_ST_HR_0608_v.6	*RBIT Supervision, Training & Professional Development Record
		RBIT_TQM_ST_HR_0608_v.6	*TQM:QACI report
Staff Appraisal & Termination Checklist			
Tick/Initials		**TQM**	**Staff Profile Index**
		RBIT_TQM_ST_HR_0608_v.6	*Staff Sign In & Out (Monthly)
		RBIT_TQM_ST_HR_0608_v.6	*Staff Leave Record /Staff leave request Record
		RBIT_TQM_ST_HR_0608_v.6	*Staff PIR,ERD & EAE Record
		RBIT_TQM_ST_HR_0608_v.6	*Staff Quarterly Performance Review PERT
		RBIT_TQM_ST_HR_0608_v.6	*Staff Warning & Award Record
		RBIT_TQM_ST_HR_0608_v.6	*Staff Yearly Performance & Contract review
		RBIT_TQM_ST_HR_0608_v.6	*Staff Professional Development
		RBIT_TQM_ST_HR_0608_v.6	*Letter of Resignation & Termination Form
		RBIT_TQM_ST_HR_0608_v.6	*Letter of Dismissal
		RBIT_TQM_ST_HR_0608_v.6	* Staff Contract Summary Details