

Guide for New Starters

Congratulations on your new job!

There is a lot to think about when you start a new role in a new workplace. Here are some considerations for you. The most important thing is to ask questions, as many as you need to... no question is silly!

Your workplace is here to support you through your new beginning.

- What are my working hours?
- Who do I contact when I need to call in sick?
- Who do I contact when I'm running late?
- What time is my lunch break and for how long?
- What are my leave entitlements?
- Do I know what's expected of me?
- When do I put my timesheet in, weekly, fortnightly, monthly?
- When do I get paid, weekly, fortnightly, monthly?
- Is there a uniform I need to wear?
- Do I have a probation period?
- Do I know where the bathroom, kitchen and workplace facilities are?
- Have I received my employment contract? Do I need to ask for clarification on any matters?
- Have I received my position description? Is it clear or, do I need to ask for clarification?