

## AAQ NEW STAFF CHECKLIST

Employees Name: \_\_\_\_\_

Position: \_\_\_\_\_

Person completing new staff checklist: \_\_\_\_\_

Date: \_\_\_\_\_

### Items Register – Hardware & Software

Please mark off each item and make the appropriate comments:

<b>Mobile Phone with charger:</b> <ul style="list-style-type: none"> <li>• Sim Passcode _____</li> <li>• Phone Pin Code _____</li> <li>• Apple ID &amp; Passcode _____</li> <li>• Samsung ID &amp; Passcode _____</li> <li>• Read Mobile Phone Procedure _____</li> <li>• Mobile Number _____</li> <li>• Phone Plan info to attach copy to back of check list (if applicable)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>iPad/Tablet with charger:</b> <ul style="list-style-type: none"> <li>• Sim Passcode _____</li> <li>• Phone Pin Code _____</li> <li>• ID &amp; Passcode _____</li> <li>• Read Mobile Phone Procedure _____</li> <li>• Mobile Number _____</li> <li>• Phone Plan info to attach copy to back of check list (if applicable)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Laptop: (if applicable)</b> <ul style="list-style-type: none"> <li>• Laptop Password _____</li> <li>• Laptop AC Charge</li> <li>• Laptop Bag</li> <li>• Mouse and Keyboard</li> <li>• Serial Number _____</li> <li>• Model &amp; Make _____</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Desktop Computer: (if applicable)</b> <ul style="list-style-type: none"> <li>• Model &amp; Make _____</li> <li>• Serial Number _____</li> <li>• Password _____</li> </ul>	<input type="checkbox"/>
Work Email address _____	<input type="checkbox"/>

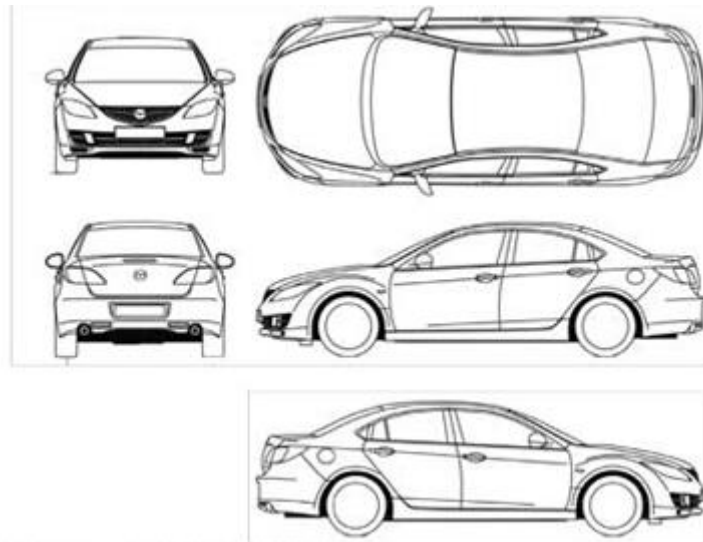
<p>Motor Vehicle provided in a clean and acceptable condition:</p> <ul style="list-style-type: none"> <li>• Key (one)</li> <li>• eTag</li> <li>• Motorcharge Card</li> <li>• No personal items left in car</li> <li>• Car Inspection (go to inspection record if applicable-last page)</li> <li>• Read Motor Vehicle Policy</li> <li>• Breakdown services contact details provided</li> <li>• Disability Parking Permit (if applicable)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Account activation &amp; Software passwords:</p> <ul style="list-style-type: none"> <li>• iCare _____</li> <li>• Sarah _____</li> <li>• My Aged Care Portal _____</li> <li>• Moving on Audits _____</li> <li>• RISKMAN</li> <li>• ConnX</li> <li>• BigSplash</li> <li>• Other _____</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Provided office keys and/or air keys</p>	<input type="checkbox"/>
<p>Business Cards &amp; Stationery</p> <ul style="list-style-type: none"> <li>• Ordered, await delivery</li> <li>• Provided</li> <li>• To be ordered</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>AQ Employee ID Cards (Home &amp; Community Staff)</p> <ul style="list-style-type: none"> <li>• Photo image captured and saved</li> <li>• Card collected</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p>Any intellectual property – inclusive of files, education material, documentation and AAQ paperwork</p> <ul style="list-style-type: none"> <li>• CDC – folder/RCB adaptor</li> <li>• Respite</li> <li>• Residential</li> <li>• Corporate</li> </ul>	<input type="checkbox"/>
<p>Access to timesheets</p>	<input type="checkbox"/>
<p>Access to Intranet Username &amp; Password</p>	<input type="checkbox"/>
<p>AQ Medicare Provider No.</p> <ul style="list-style-type: none"> <li>• Registered</li> <li>• To be registered</li> </ul>	<input type="checkbox"/>
<p>Any other comments:</p>	

Office use only:	
• Car repairs required – see attached report	<input type="checkbox"/>
• Attached documents	<input type="checkbox"/>
• AQ ID Card	<input type="checkbox"/>
• Other See notes:	<input type="checkbox"/>

**Form to be returned to HR Office within 5 working days**

**Notes:**

**Inspection Report**



<b>Body</b>	<b>Good Condition/Unmarked</b>	<b>Poor Condition/Marked</b>	<b>Recommended</b>
Panel Work			
Odour			
Carpet			
Upholstery			
Headlights			
Tyres			
Windscreen			
Comments:			