



WORKSHOP
ONBOARD. ENGAGE. SUCCEED.

*A Warm Welcome
Builds a Stronger Team*

Staff Induction Handbook Template

**ONBOARD WITH CONFIDENCE.
SET YOUR TEAM UP FOR SUCCESS.**

A ready-to-use, customizable handbook template to help you welcome new staff, share key information, and create a positive start to their journey.



WHAT YOU'LL ACHIEVE



CREATE A GREAT FIRST IMPRESSION

Welcome new team members with a clear and engaging guide.



SHARE KEY INFORMATION

Communicate your values, policies, and expectations.



IMPROVE ENGAGEMENT

Help new staff feel supported, informed, and part of the team.



SAVE TIME

Use a structured template you can easily customize.



BUILD A STRONGER WORKPLACE

Set the foundation for long-term success and retention.

WHAT'S INSIDE



Welcome Message



About Our Organization



Our Values & Culture



Policies & Procedures



Training & Development



Roles & Responsibilities



Checklists & Templates



Customizable Design

"A smooth start today creates brighter tomorrows."



WELCOME PEOPLE.



BUILD BELONGING.



DRIVE SUCCESS.



*New People.
New Possibilities.*



ONBOARD TODAY.
EMPOWER TOMORROW.
TOGETHER WE GROW.

*Great Teams
Start Here.*



PACIFIC
Training Solutions

PACIFIC TRAINING SOLUTIONS

STAFF INDUCTION HANDBOOK TEMPLATE

A customisable onboarding template for new team members.

*People
Build Brighter
Futures*

A good first week sets the tone for a good working relationship. Customise this template with your own business details and use it for every new team member.



WELCOME DETAILS

- Business Name: _____
- New Staff Member: _____
- Start Date: _____ Supervisor: _____

1

WORKPLACE RULES CHECKLIST

- ☐ Hours of work and break times explained
- ☐ Dress code / uniform explained and provided
- ☐ Leave and sick leave process explained
- ☐ VNPF and payday process explained
- ☐ Code of conduct discussed and signed
- ☐ Health and safety procedures explained

STAFF INDUCTION HANDBOOK TEMPLATE

A customisable onboarding template for new team members.

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A good first week sets the tone for a positive and productive working relationship. Use this template to plan, track and customize the induction process for every new team member.

2 FIRST WEEK CHECKLIST

Day	Task	Completed	✓
Day 1	Site tour, introductions, workstation set up		☐
Day 2	Systems and processes walkthrough		☐
Day 3	Shadow an experienced team member		☐
Day 4	Practice key tools with supervision		☐
Day 5	First week check in with supervisor		☐

3 ROLE & EXPECTATIONS

Key Responsibility	What Good Looks Like



TIP FOR SUCCESS

A clear induction process helps new team members feel welcome, confident and productive faster. Review and update this template for each new hire.

Sign Off

Employee Signature & Date: _____

Supervisor Signature & Date: _____

How to Access the **Product Link**

Follow the simple steps below to access and customize the template with ease.



1



Click the Link

Click on the provided **Product Link** to open the template.

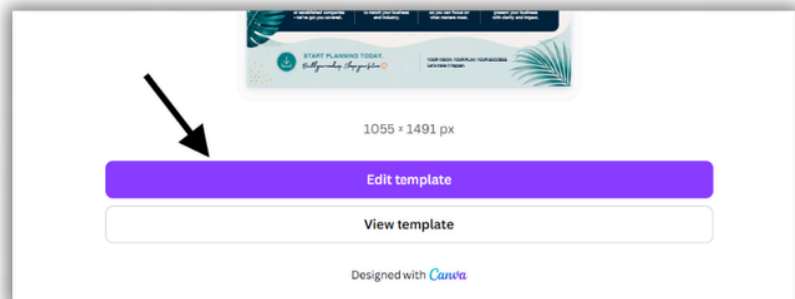


2



Click on Edit Template

Once the template opens, click on the **Edit Template** button.

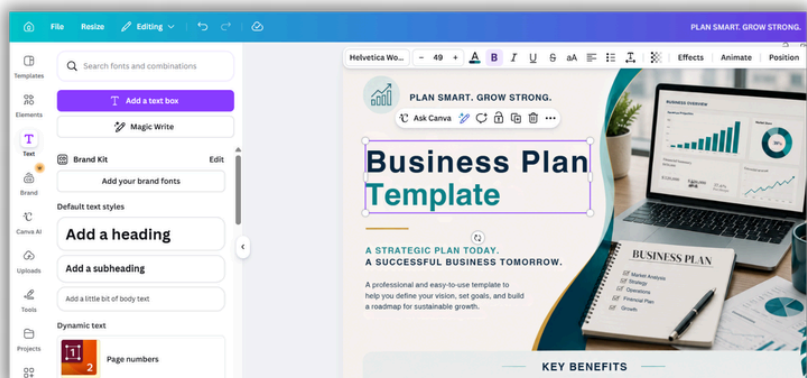


3



Edit the Template as you want

Customize the text, images, colors, and elements to make it your own.



Tip: Make sure you are signed in to save your changes.

Thank you!