



Document Library 2024

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Checklists, Forms and Flowcharts				
Document title	Document Description	Starter	Standard	Premium
Grievance Resolution Flowchart	Use this flowchart to effectively manage the step by step employee grievance procedure.	1	1	1
Notification of Injury Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work	0	1	1
Workers Compensation Injury Notification Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work resulting in workers compensation	0	1	1
Injury Notification Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work	0	1	1
Discipline & Termination Flowchart	Flowchart detailing the discipline, warning and termination process	0	0	1
No Show And Unauthorised Absence Flowchart	Flow chart detailing the steps to take when an employee is absent from work	0	0	1
Handling an Employee Grievance Flowchart	Flowchart detailing the steps to take when handling an employee grievance	0	0	1
Probation Dismissal Flowchart	Flowchart detailing the best practice stages to follow when a new employee is not working out in their probation period	0	0	1
Recruitment Flowchart	Flowchart to follow listing the steps within the recruitment process	0	0	1
Reference Check Flowchart	Flowchart detailing the reference check process prior to an offer of employment	0	0	1
Leave Request Form	This form is for employees to use to apply to take annual leave, unpaid or long service leave or when returning from personal / carer's leave.	1	1	1
Letter of Employment (Statement of Service)	A Letter of Employment (also known as a Statement of Service) is a simple document which confirms that an employee is/was employed and provides brief details regarding their employment.	1	1	1
Internal Training Request Form	This form is to be completed by team members requesting to attend an internal training course.	1	1	1
Grievance Report Form	Use this grievance report form to capture all the required information from the complainant.	1	1	1
Time in Lieu Record Form	This form is to be completed to record time in lieu accrued and taken.	1	1	1
Employee of the Month Nomination Form	Template Employee of the Month Nomination Form aligned to company values.	0	1	1
Grievance Resolution Checklist	Use this checklist to effectively manage employee grievances and disputes.	1	1	1
New Employee Onboarding Checklist	New Employee Onboarding Checklist for Supervisors	1	1	1
Recruitment Checklist Template	Hiring new talent for your organisation is as easy or difficult as the process you follow when recruiting. Since one bad hire is enough to induce a serious amount of pain, it's essential to lay down your recruitment process carefully.	0	1	1
Selection Panel Checklist	Selection panel checklist of responsibilities	0	1	1

Hazard Checklist	Generic hazard and task observation checklist	0	1	1
Implementing a Drug and Alcohol Policy Checklist	Checklist to follow when Implementing a Drug and Alcohol Policy in your Workplace	1	1	1
		9	16	22
Discipline & Termination				
Document title	Document Description	Starter	Standard	Premium
Discipline & Termination Flowchart	Flowchart detailing the discipline, warning and termination process	0	0	1
Template - Investigation Report	Investigation report template to capture investigation findings	0	0	1
Template - Record of Interview	Record of Interview template to capture all meeting minutes	0	0	1
Letter to Complainant Regarding Investigation Outcome	Template Letter to the Complainant Regarding Investigation Outcome	0	0	1
Letter to Respondent Regarding Investigation Outcome	Template Letter to the Respondent Regarding Investigation Outcome	0	0	1
Letter to Witness Regarding Workplace Investigation	Template Letter to a Witness Regarding a Workplace Investigation they are required to participate in	0	0	1
Letter to Respondent Enclosing Summary of Allegations	Template Letter to the Respondent Enclosing Summary of Allegations	0	0	1
Letter to Respondent Regarding Workplace Investigation	Template Letter to the Respondent Regarding Workplace Investigation	0	0	1
Letter to Complainant Regarding Workplace Investigation	Template Letter to the Complainant Regarding the Workplace Investigation.	0	0	1
Internal Investigation Interview Protocol Template	The Internal Investigation Interview Protocol Template provides both the interviewee and the interviewer the opportunity to sign off and agree to the protocols surrounding the investigation process.	0	0	1
Managing Investigations Guidance Notes	The Managing Investigations Guidance Notes aim to provide a framework which will assist managers to carry out any internal formal investigation process fairly and consistently	0	0	1
Abandonment of Employment Request to Contact Letter	An employee may be taken to have abandoned their employment if he or she simply 'walks off the job' or fails to return to work after a period of authorised leave.	1	1	1
Abandonment of Employment Termination Letter	Letter to confirm the employer has concluded that the employee no longer intends to be bound by the employment agreement.	1	1	1
Template - Performance Improvement Plan	Template to document an employee Performance Improvement Plan	0	0	1
Letter to Employee - Request to Attend Meeting Regarding Proposed Dismissal (Summary Dismissal)	Template Letter requesting an employee to attend a meeting regarding their proposed dismissal (summary / instant dismissal) from the Company	0	0	1
Letter to Employee - Request to Attend Meeting Regarding Proposed Dismissal (For cause)	Template Letter requesting an employee to attend a meeting regarding their proposed dismissal (for cause) from the Company	0	0	1
Letter to Employee - Final Written Warning Regarding Unacceptable Conduct or Performance	Template Letter confirming the issue of a final written warning regarding unacceptable conduct or performance in the workplace	0	0	1
Letter to Employee - First or Second Written Warning Regarding Unacceptable Conduct or Performance	Template Letter confirming the issue of a first or second written warning regarding unacceptable conduct or performance in the workplace	0	0	1
Letter to Employee - Verbal Warning Regarding Unacceptable Conduct or Performance	Template Letter confirming the issue of a verbal warning regarding unacceptable conduct or performance in the workplace	0	0	1
Letter to Employee - Invite to a Discipline Hearing Meeting (Performance or Misconduct)	Template Letter inviting an employee to a discipline hearing meeting for either performance or misconduct issues	0	0	1
Letter to Employee - Request to Attend Investigation Interview (Performance)	Template Letter requesting an employee to attend an investigation interview following allegations of a performance issue	0	0	1
Letter to Employee - Request to Attend Investigation Interview (Misconduct)	Template Letter requesting an employee to attend an investigation interview following allegations of misconduct	0	0	1
Template - File Note to Document Conduct or Performance Issues	File Note template to document Conduct or Performance issues that can be saved or placed on an employee file	0	0	1
Letter to Employee - Letter of Concern Following Performance Counselling (No Warning)	Template Letter documenting management concerns following Performance Counselling meeting (No Warning)	0	0	1
Letter to Employee - Performance Counselling Outcome Confirmation	Template Letter confirming the outcome and action required after a Performance Counselling meeting	0	0	1
Letter to Employee - Invitation to a Performance Counselling Session	Template Letter to be used when inviting an employee to attend a Performance Counselling Session	0	0	1

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How to Guides				
Document title	Document Description	Starter	Standard	Premium
How To Measure Diversity & Inclusion for Maximum Impact	Measuring your effectiveness in D&I is essential to determine if you are hitting intended objectives and to assess where calibrations should be made going forward.	1	1	1
How To Write a Job Description	A Job Description provides applicants and ultimately employees with a clear description of what is expected of them in a particular role.	1	1	1
How To Write an Orientation Process	The orientation process is an effective and consistent way of welcoming new employees without missing any details.	1	1	1
How to Conduct a PESTLE Analysis	A PESTLE analysis is a useful tool for understanding the 'big picture' of the environment in which an organisation is operating.	1	1	1
How to Conduct a SWOT Analysis	A SWOT analysis is a planning tool used to understand the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business.	1	1	1
How To Change Terms of an Employment Contract	Employers should be aware that changing an employee's contract of employment without the employee's consent could be seen as a termination or breach of the original contract.	1	1	1
How To Manage Employee Performance	This How To Guide establishes guidelines for managers to follow so performance problems are addressed fairly and consistently.	1	1	1
Termination of Employment Information Sheet	This Termination of Employment Information Sheet provides a comprehensive information in relation to terminating an employee and highlights the many legal risks associated.	1	1	1
How To Make an Enterprise Agreement	Enterprise agreement making is at the forefront of the new Federal workplace relations system. This How To guide establishes guidelines for managers to follow.	1	1	1
How To Work With Unions Under the Fair Work Act	Under the Fair Work Act 2009 all employees have the right to belong, or not belong, to a trade union. This How To guide details how to work with unions.	1	1	1
How to Make an Employee Redundant	This Redundancy Information Sheet provides a comprehensive information in relation to terminating an employee due to redundancy.	1	1	1
How To Implement Workplace Policies and Procedures	One of the main purposes of a workplace policy is to communicate to employees what is your company standard and how they should behave or perform.	1	1	1
How to Manage Personal, Carer's & Compassionate Leave	Personal/carer's leave is one of the ten National Employment Standards (NES). This How To Guide establishes guidelines for managers to follow when employees require this leave.	1	1	1
		13	13	13
Orientation and Onboarding				
Document title	Document Description	Starter	Standard	Premium
How To Write an Orientation Process	The orientation process is an effective and consistent way of welcoming new employees without missing any details.	1	1	1
New Employee Onboarding Checklist	New Employee Onboarding Checklist for Supervisors	1	1	1
Managing Staff Inductions - Line Manager Guide	This guide has been developed to assist line managers to you play a vital role in welcoming and introducing new staff to your workplace and providing the necessary information and support.	1	1	1
Why, What, Who and When of New Employee Induction	Guidelines on the Why, What, Who and When of New Employee Induction	1	1	1
		4	4	4
Pay, Reward & Recognition				
Document title	Document Description	Starter	Standard	Premium
Long Service Recognition Appreciation Letter	Template letter to recognise and reward long service to the company.	0	0	1
Long Service Recognition Certificate	Template certificate to recognise and reward long service to the company.	0	0	1
Salary Increase Confirmation Letter	Template letter to an employee confirming an increase in base pay.	1	1	1
No Salary Increase (Pay Remains the Same) Confirmation Letter	Template letter to an employee confirming no increase in base pay.	1	1	1
Overview of Bonus Scheme – Example	Example organisational bonus scheme.	1	1	1
Bonus Payment Confirmation Letter	Letter confirming bonus amount to be paid to employee.	1	1	1

Reward and Recognition Ideas Factsheet	There are many ways to provide employees with both informal and formal rewards and recognition. This is not an exhaustive list but will get you thinking what is best for your organisation.	1	1	1
Employee of the Month Nomination Form	Template Employee of the Month Nomination Form aligned to company values.	0	1	1
Employee of the Month Recognition Letter	Template letter to be issued to Employee of the Month award recipient.	0	0	1
Employee of the Year Recognition Letter	Template letter to be issued to Employee of the Year award recipient.	0	0	1
Recognition Certificate Template	Template certificate for recognition award recipient.	0	0	1
Salary Survey Participation Letter	Letter to other company regarding salary survey participation.	1	1	1
Salary Survey Template	Blank salary survey template.	1	1	1
		7	8	13
Performance Management				
Document title	Document Description	Starter	Standard	Premium
Performance Management Policy	The purpose of this policy is to improve organisational, functional, team and individual performances. Effective performance management measures the progress being made towards the achievement of the organisation's business objectives.	1	1	1
Grievance Procedure	Grievances are concerns, problems or complaints that employees raise with their employer. This procedure sets out the process that a company should follow when raising or handling a grievance at work.	1	1	1
Grievance Resolution Flowchart	Use this flowchart to effectively manage the step by step employee grievance procedure.	1	1	1
Grievance Report Form	Use this grievance report form to capture all the required information from the complainant.	1	1	1
Grievance Investigation Process Letter	Letter to complainant regarding grievance investigation process.	1	1	1
Grievance Investigation Outcome Letter	Letter to complainant regarding grievance investigation outcome.	1	1	1
Grievance Resolution Checklist	Use this checklist to effectively manage employee grievances and disputes.	1	1	1
Handling an Employee Grievance Flowchart	Flowchart detailing the steps to take when handling an employee grievance	0	0	1
		7	7	8
Planning & Strategy				
Document title	Document Description	Starter	Standard	Premium
How to Conduct a PESTLE Analysis	A PESTLE analysis is a useful tool for understanding the 'big picture' of the environment in which an organisation is operating.	1	1	1
How to Conduct a SWOT Analysis	A SWOT analysis is a planning tool used to understand the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business.	1	1	1
Workforce Planning Guide	Workforce planning is about building a picture of the future and assessing what human resources will be necessary for the business to be successful.	1	1	1
SWOT Analysis Template	Use the SWOT analysis template to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business venture.	1	1	1
Monthly Training Calendar Template	Template calendar to promote monthly training courses.	1	1	1
		5	5	5
Policies & Procedures				
Document title	Document Description	Starter	Standard	Premium
How To Implement Workplace Policies and Procedures	One of the main purposes of a workplace policy is to communicate to employees what is your company standard and how they should behave or perform.	1	1	1
Payroll Variations and Changes	This payroll policy and procedure is an essential guide for line managers to ensure all staff members are paid correctly and in a timely manner.	0	0	1
Payroll Leavers	Ensuring a terminated staff member is removed from the payroll system in a timely manner is a key management responsibility and may have serious financial implications on the organisation if this duty is neglected.	0	0	1
Payroll New Starters	Follow the steps in this payroll process for new starters to be set up in payroll. This process starts after a staff member has been offered a position at your organisation.	0	0	1

Company WHS Policy Statement	This Policy Statement sets out the companies commitment to persons at its workplace in respect of Work Health Safety (WHS) and what it expects of employees, contractors and managers in order to ensure this commitment is achieved and legislative obligations discharged.	0	0	1
CSR Environment Policy Statement	This Policy Statement recognises the importance to customers and the wider community of implementing responsible environmental management systems at the corporate level into our day to day activities and long term transactions.	0	0	1
Working from Home Policy	This Working from Home policy sets out both the employee and line manager responsibilities, work health safety requirements and also contains a working from home schedule, a self-assessment checklist, a template agreement and an asset and equipment list.	0	0	1
Code of Conduct	The Code of Conduct details the legal and ethical obligations and expectations of all staff to act in accordance with the expressed standards of conduct, integrity and accountability contained in relevant legislation, Company policies and Agreements.	1	1	1
Email, Telephone and Internet Policy	The purpose of this policy is to regulate and provide guidelines on the proper use of Corporate Email, Telephone and Internet facilities by Employees for their intended purposes without infringing legal requirements, policies or creating unnecessary business risk.	1	1	1
Confidential Information (Clean Desk) Policy	A clean desk policy is a corporate directive that specifies how employees should leave their working space when they leave the office. Most clean desk policies require employees to clear their desks of all papers at the end of the day.	0	1	1
Social Activities Policy	The purpose of this policy is to regulate and provide guidelines on employee behaviour during company social activities. The company expects all staff to remain professional and respectful of their fellow colleagues, clients, suppliers and customers at all times.	0	0	1
Appearance and Behaviour Policy	The purpose of this policy is to regulate and provide guidelines on standards of appearance and behaviour in the workplace.	0	0	1
Performance Management Policy	The purpose of this policy is to improve organisational, functional, team and individual performances. Effective performance management measures the progress being made towards the achievement of the organisation's business objectives.	1	1	1
Grievance Procedure	Grievances are concerns, problems or complaints that employees raise with their employer. This procedure sets out the process that a company should follow when raising or handling a grievance at work.	1	1	1
Probation Review & Probation Dismissal Policy	This policy sets out how to manage the probation period and how to terminate when things don't work out. Employment contracts will often contain provisions for a probationary period – an initial period of service during which time both you and the employee can decide whether you want the employment to continue.	0	0	1
Workplace Bullying Policy	Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. This policy aims to protect organisations from bullying in the workplace.	0	0	1
No Show and Unauthorised Absence Policy	This policy sets out to regulate and provide guidelines where an employee is absent from duty and leave was not authorised.	0	0	1
Discipline & Termination Policy	Termination is when an employee's employment with an employer ends. This policy sets out to regulate and provide guidelines on discipline and termination of employment.	0	0	1
Recruitment Policy	The recruitment and selection policy provides a framework and structure for all company employees engaged in the recruitment and selection process.	1	1	1
Recruitment Approval Policy	The recruitment approval is used to initiate recruitment and selection. The recruitment process can only start once the Staff Recruitment Approval form has been authorised by all levels of management and authorisation has been confirmed by Human Resources.	0	0	1
Redundancy Policy	The redundancy policy sets out the conditions under which employees can be made redundant and covers all the issues surrounding these procedures.	0	0	1
Background Check Policy	The employee background check policy is to regulate and provide guidelines for investigating a job candidates' background as part of a companies hiring process.	0	0	1

Training & Development Policy	This policy covers on the job training, setting out the organisations commitment to ensuring that all on the job staff training and development is accessible and available to all staff at all levels.	0	0	1
Reference Check Policy	The reference check is a very useful tool in the selection process. It is used to confirm the applicant's overall employment record and performance and it assists the selection committee to determine the applicant's suitability for the position.	0	0	1
Equal Employment Opportunities Policy	This aim of this policy is to confirm your organisations commitment to equal employment opportunity principles, developing and implementing equal opportunity strategies within your company.	0	0	1
		6	7	25
Recruitment & Selection				
Document title	Document Description	Starter	Standard	Premium
Job Advertisement Template	Template to structure a job advertisement	1	1	1
Job Description Template	Template job description	1	1	1
How To Write a Job Description	A Job Description provides applicants and ultimately employees with a clear description of what is expected of them in a particular role.	1	1	1
Acknowledgement of Application Letter	Letter from company to acknowledge an application for employment	1	1	1
Invite to Interview Confirmation Letter	Letter from company to confirm a future interview	1	1	1
Application on Hold Letter	Letter from company to acknowledge application and hold for a future job opening	1	1	1
Unsuccessful Application Letter	Letter from company to inform applicant they have been unsuccessful	1	1	1
Unsuccessful After Interview Letter	Letter from company to inform applicant they have been unsuccessful after attending an interview	1	1	1
Application Withdrawn Template Letter	Letter from company to acknowledge an applicants withdrawal from the candidate pool	1	1	1
Shortlisting Guidelines	This guide sets out the purpose of short-listing and the methodology to help recruit the most suitable candidate.	0	1	1
Shortlisting Matrix	The purpose of short-listing is to identify those candidates who best meet the selection criteria and are most likely to be capable of carrying out the duties of the job.	0	1	1
Telephone Screening Questions	A candidate's answers to key phone screening interview questions can allow you to speedily identify the most promising candidates.	0	1	1
Application for Employment Form	Sample Application for Employment Form that can be used in any business	1	1	1
Recruitment Checklist Template	Hiring new talent for your organisation is as easy or difficult as the process you follow when recruiting. Since one bad hire is enough to induce a serious amount of pain, it's essential to lay down your recruitment process carefully.	0	1	1
Selection Panel Checklist	Selection panel checklist of responsibilities	0	1	1
Guide to Behavioural Interviewing	Extensive guide to educate in-house recruiters on behavioural based interviewing	0	1	1
Interview Questions Template - front line team member	Competency based interview questions and scoring template for a front line role	0	1	1
Interview Questions Template - Supervisor	Competency based interview questions and scoring template for a supervisory role	0	1	1
Interview Summary Form	Form to summarise interview responses and feedback	0	1	1
Alternative Assessment Methods	Suggested alternatives to interviewing	0	1	1
Reference Checklist Template (Telephone Reference)	This reference checklist template (verbal reference) form may be used as a model on which to base a telephone or verbal reference to a referee following a successful candidate interview	0	0	1
Reference Checklist Template (written reference)	This proforma may be used as a model on which to base a letter to a referee following a successful interview	0	0	1
		10	20	22
WHS and Wellbeing				
Document title	Document Description	Starter	Standard	Premium
WHS Induction Handbook	Workplace work health safety handbook covering WHS rules, managing risk and controls, first aid, manual handling and office ergonomics	1	1	1
WHS Return to Work Program	Return to work program setting out the companies commitment, procedures for injury notification, recovery, return to work, suitable duties and dispute resolution	1	1	1

WHS Statement of Intent	Organisational WHS statement of intent detailing company commitment to creating a safe and healthy working environment	1	1	1
WHS Committee Election Process and Meeting Format	Process outlining the committee aims, scope, membership, election process and meeting format	1	1	1
WHS Committee Terms of Reference	WHS committee terms of reference comprising of employer and employee representatives who function on a joint consultative basis	1	1	1
Notification of Injury Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work	0	1	1
Workers Compensation Injury Notification Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work resulting in workers compensation	0	1	1
Hazard Report Form	Form to report all workplace hazards	0	1	1
Hazard Checklist	Generic hazard and task observation checklist	0	1	1
Injury Reporting and Investigation Form	Form to report and investigate all workplace injuries	0	1	1
Injury Notification Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work	0	1	1
Injury Management Plan	Organisational injury management plan detailing company process of when an injury occurs, reporting an injury, facilitating return to work and consultation	0	1	1
Pregnancy at Work Safety Guide	Work safety guide for pregnant workers	0	1	1
Pregnancy Safety Risk Assessments	Workplace risk assessments for pregnancy safety	0	1	1
Pregnancy Workplace Assessment	Workplace pregnancy hazard assessment questionnaire to be completed by pregnant worker	0	1	1
Risk and Office Manual Task Identification Sheet	Task sheet to capture all tasks that involve bending, twisting, stretching, lifting, pulling, pushing or carrying	0	1	1
Risk Assessment Use of Telephone Headsets	Company telephone headset use risk assessment	0	1	1
Risk Assessment Template	Organisational risk assessment template	0	1	1
Risk Assessments General Office	General office risk assessments	0	1	1
Injured Worker Information Consent Form	Information consent form from company to treating professionals	0	0	1
Workers Compensation FAQ's	Employee frequently asked questions about claiming workers compensation	0	0	1
Post Workplace Injury Initial Contact Template	Initial worker contact template following a workplace injury and workers compensation claim	0	0	1
Letter to the Injured Worker	Template letter from the company to the injured worker about workers compensation	0	0	1
Company Return to Work Rehabilitation Policy	Policy statement that sets out the company commitment to employees at its workplace in respect of rehabilitation	0	0	1
		5	19	24