The 4 C's of Great Employee Experience

COMPLIANCE ACTIONS	✔ Done
Employment agreement (and JD) fully reviewed and signed	☐
Accommodation prepared, initial inspection conducted and tenancy agreement signed	☐
Known hazards, PPE use, and hazardous equipment induction	☐
IRD forms & payroll documents completed and submitted	☐
First 90 day training and review process (& trial period protocol) detailed and discussed	☐

CLARIFICATION ACTIONS	✔ Done
Policies & Procedures manual covered and copy provided	☐
Daily routines, breaks etc. are clearly described and discussed	☐
Roster, timesheets, and leave calendar processes explained	☐
Best practise processes for core role elements are modelled	☐
Reporting lines clarified	☐
Code of conduct explained	☐

CONNECTION ACTIONS	✔ Done
Personalised welcome pack created and provided.	☐
Introductory lunch or dinner organised in first week with family/ partner invited	☐
Assign peer mentor/buddy	☐
Social event calendar shared	☐
Group chat invite sent	☐
Introduced to key places/people in community (E.g.Doctor, local store, farm supplies outlet etc.)	☐

CULTURE ACTIONS	✔ Done
Cultural pillars (e.g. core values) are explained and common use cases are detailed.	☐
Unique climate rules explained and tips provided re: ways to connect with existing team	☐
Team goals, key business objectives discussed. Individual targets (provisionally) set	☐
Where your role fits in the wider operation is understood	☐
Employee voice process(es) explained and previewed	☐
Code of conduct explained	☐