



GDR 95.7FM Induction Checklist

Prior to volunteer starting

Ensure you have:

- told the volunteer before their first day where, when and who they should report to and whether they need to bring any tools or equipment
- organised building and IT access (if necessary)
- a returned, signed copy of the letter of engagement (or volunteer contract)
- the Station General Manager or Presidents emergency contact details

On the first day (or soon after)

Orientation and Occupational Health and Safety

- Introduce the new volunteer to other staff
- Show the new volunteer the kitchen, toilet facilities and where to store personal items (bags, jackets) etc.
- Location of Fire extinguishers
- Location of First Aid cabinet
- Defibrillator
- Emergency evacuation procedures\
- Mentor
- Monthly magazine

Conditions of tenure

- Give the volunteer copies of relevant business policies or procedures e.g. code of conduct
- Code of Conduct Policy** (to be read by volunteer) which includes honesty, conflict of interest, confidential information, Intellectual property, gifts, respect for both GDR and other volunteers, Gender Inclusion, Smoking, Drugs and alcohol, violence, privacy and GDR communications, bullying and harassment, social media
- Marketing and Promotions

General

- the history of GDR957FM and its role
- to whom who the volunteer reports
- the volunteer's duties and what training will be provided
- performance expectations and when and how performance will be reviewed
- starting/finishing times – signing on and off
- any workplace policies and procedures including:
 - procedure if the employee is sick or running late
 - procedure for applying for leave
 - rules regarding personal calls, visitors and/or use of social media at work
- Marketing and Promotions overview
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Completed workplace health and safety induction by

Date.

TASK	DATE COMPLETED
STAGE 1	
Candidate has read and understood Training Manual and Code of Conduct	
Attendance Register	
Procedure for obtaining CDs, log sheet and weather report explained	
Procedure for checking Master Roster explained	
Procedure for checking Master Drop In schedule explained	
Understanding the function of the Log Sheet	
Checking log sheets for following presenters and why	
Stage 1 Completed	
STAGE 2 - THE PANEL	
How to use the faders	
The role and use of cue switches	
The role and use of the trim pots	
The Line 2 switches explained and understood	
Managing sound balance of broadcast output	
Locating and using the headphone control	
locating and using the studio speaker control	
locating and using the "cue" speaker controls	
Explain how to reset the Panel at the end of the shift	

Demonstrated an understanding on all aspects of the Panel	
STAGE 3 - STARTING A SHIFT WITH ANOTHER STUDIO ON-AIR	
Completed all Stage 1 tasks	
Completed all Stage 2 tasks	
Setting up the Panel	
Setting up PAM	
Loading CDs with start music	
Demonstrated seamless changeover	
STUDIO PROCEDURES FOR START OF DAY AND END OF DAY SHIFTS	
Start of Day procedures understood	
End of day procedures understood	
Demonstrated a successful start of day	
Demonstrated a successful end of day	
STAGE 3 COMPLETED	
STAGE 4 - STUDIO MUSIC PLAYERS	
Handling and Use of CDs	

Operating the Denon CD Players	
Operating the TASCAM CD players	
Locating and cueing music from the computer	
Cueing music from CD players and from Panel	
Correct use of the cue button	
STAGE 4 COMPLETED	
STAGE 5 - THE STUDIO COMPUTER	
Setting up Stings and Promos	
Setting up "Drop Ins"	
Procedures if Power Fails	
When and how-to re-boot the computer from within the studio	
STAGE 5 - COMPLETED	
STAGE 6 - ON-AIR MATTERS	
Setting up and testing the microphone	
Structuring a program	
Announcing music selections	
Timing out to the pips	

Setting up promos and stings and recording them on the log sheet	
Setting up the news	
Reading the weather	
Acknowledging phone calls	
STAGE 6 - COMPLETED	
STAGE 7 - MISCELLANEOUS	
5-minute advertorial limit understood	
Operation of the Presenter Voice Recorder	
Importance of Notice Boards explained	
Emergency Exit Procedures fully understood	
Distress indicators and procedures fully understood	
Probationary period and the conditions explained and understood	
Mentoring and feedback processes explained and understood	
STAGE 7 - COMPLETED	
IF PASS RECOMMENDED - "HINTS FOR NEW PRESENTER" GIVEN TO SUCCESSFUL CANDIDATE	
RECOMMENDATION PASS/FAIL SENT TO PSC	

	INITIALS
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RECEPTION TRAINING SCHEDULE	
Duties check list	
Name of Trainee:	Date: _____
Name of Trainer	
(Each person is to initial each item to ensure that it has been covered and understood).	
1. Sign the attendance register.	
2. Please ensure that our new receptionist receives a copy of our Code of Conduct and the Receptionist Information Manual.	
3. Answer telephones promptly and process information. Enter all calls into the log, take messages to presenter, leave messages in relevant mail box or process message via message system.	
4. Understand the distress buttons in studios and at reception and know what to do	
5. Understand emergency procedures and exit points, assembly point, location of fire extinguishers, defibrillator, first aid kit.	
6. Greet any visitors courteously.	
7. New membership applications. Send out in pre-addressed envelopes.	
8. Process credit card payments for memberships, donations and social functions.	
9. Process request for viewing / copies of "Rules of Association" (Copy held at reception).	
10. Competition book entries.	
11. Current sponsor's listing-record the specific sponsor's name in the listener's enquiries page.	
12. Use of photocopier/fax, replacing paper, changing cartridges.	
13. Ensure sufficient stock of studio chits, message chits, and log sheets are available.	
14. Listen to program and if you hear "DEAD AIR", report to presenter immediately.	
15. If a presenter takes ill when on air, know procedure to take	

16. Always read notice boards at beginning of shift for new information.	
.17. Location of diaries (studio bookings, talks and tours).	
18. Know location of playlists.	
19. Know when NOT to deliver chits to presenter.	
20. Know how to read studio status indicators (red flashing and static lights etc).	
21. Weather report procedure.	
22. Ask if you can assist other staff.	
<input type="checkbox"/> IMPORTANT: Sponsors are critical to our financial survival and must be treated as a priority at all times. Any queries or messages that you receive from them must be referred to our Sponsorship team. If you have any queries or suggestions at all relating to the above, or if you feel you need further training in any area, do not hesitate to contact the Manager Volunteers Services (contact details are located at	
NOTES	
RECOMMENDATION PASS/FAIL SENT TO HR	