
Set your workforce up for success from day one.

When temp workers are properly onboarded, they become productive faster, follow safety procedures, and are more likely to return for future roles. Whether you're onboarding for shutdowns, projects, or short-term cover, here's how to make the process smooth, safe, and efficient.

Prepare before day one

01.

- ☐ Confirm worksite access, PPE requirements, and any induction prerequisites.
 - ☐ Ensure the candidate knows where to go, who to report to, and what to bring.
 - ☐ Provide Mobilize with up-to-date site details and role expectations in advance.
-

Tip: Have everything ready so the worker arrives confident, not confused.

Send a clear site welcome pack or email

02.

- ☐ Worksite address, start time, and contact person
 - ☐ Dress code and PPE checklist
 - ☐ Site safety rules and emergency procedures
 - ☐ A quick overview of the company and project
-

Mobilize can assist with candidate briefing as well

Site Induction

03.

- ☐ Emergency protocols and evacuation points
 - ☐ Site-specific hazards and safety requirements
 - ☐ First aid, amenities, and reporting procedures
 - ☐ Behaviour expectations and communication process
-

If your site uses online induction tools, ensure login details are shared in advance.

Set expectations clearly

04.

- ☐ Outline tasks, goals, and performance expectations
- ☐ Clarify working hours, break times, and overtime rules
- ☐ Confirm who they report to and how to escalate issues

A five-minute chat upfront can save hours of confusion later.

Foster inclusion

05.

Temp workers are often treated as “outsiders” try and avoid this.

- ☐ Introduce them to the team on arrival
- ☐ Invite them to toolbox talks, safety meetings, and group breaks
- ☐ Encourage supervisors to check in and offer feedback

Feeling welcome increases engagement and reduces turnover.

Tools, PPE & access

06.

- ☐ Ensure equipment is clean, functional, and ready to go
- ☐ Supply necessary PPE or confirm what workers should bring
- ☐ Provide access cards or digital login credentials (if required)

Don't delay productivity with day-one hiccups.

Monitor the first week

07.

- ☐ Check in with supervisors and the Mobilize team
- ☐ Address any early red flags or misunderstandings
- ☐ Celebrate good performance or attitude

Mobilize can handle mid-week follow-ups or swap-outs if needed.