|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **EMPLOYEE NO:** |  |
| **ORG UNIT:** |  | **DATE:** |  |

|  |  |  |
| --- | --- | --- |
| **Section 1 – Prior to the Employee’s arrival** | **Yes** | **N/A** |
| Send Letter of Offer to new employee |  |  |
| Contact new employee to discuss:   * Arrival time, parking and transport * General information about the university * Completion of relevant forms and/or contracts |  |  |
| Advise relevant staff of new employee’s arrival date and duties and organise appointments to meet key contacts |  |  |
| Email relevant teams, areas and clients to advise of new staff commencement. |  |  |
| Select an appropriate ‘Buddy’ or ‘Mentor’ for the new employee. |  |  |
| Send an Orientation Kit to new employee.   * Include manuals, contact list, and an overview of the organisational/departmental structure. |  |  |
| Prepare new employee’s work area:   * order business supplies (e.g., business cards, stationary) * check IT requirements (e.g., computer, software; email account) * ensure telephone is installed. |  |  |
| Prepare new employee’s work schedule for the first week. |  |  |
| Arrange for new employee’s name to be added to staff directory, door of office, website, and other relevant areas. |  |  |
| Schedule any necessary training. |  |  |
| Organise a welcome morning/afternoon tea with colleagues. |  |  |
| **Section 2 – First Day** | **Yes** | **N/A** |
| Meet with the new employee as soon as possible after he/she commences, in an environment/area free from interruptions. Discussion may include matters such as:   * overall goals and objectives of the organisational unit; * how the organisational unit contributes to the University’s mission; * the organisational unit structure, reporting lines and how the area is organised; * other important personnel; * overview of schedule for first day/week; |  |  |
| Discuss the terms and conditions of employment and expectations of the supervisor and the new employee, e.g., work hours, what the new employee hopes to gain from the role and level of performance the supervisor expects from the new employee |  |  |
| Organise staff ID for new employee and local building inductions |  |  |

|  |  |  |
| --- | --- | --- |
| Introduce the new employee to work area, including:   * a tour of work environment and facilities; * work protocols, e.g., location/use of printers; * security issues (issue keys, security code if necessary); * facilities such as health services, food outlets, library, gym, etc. |  |  |
| Explain OH&S and emergency practices. |  |  |
| Explain relevant in-house software. |  |  |
| Complete any outstanding forms:   * access to Aurion, ESS, Timekeeper or UniFit |  |  |
| Introduce the new employee to work associates, including:   * allocated ‘Buddy’ or ‘Mentor’; * immediate team and colleagues; * internal and external clients; * administrative team or other individuals/teams with whom the new employee will need to know or work with. |  |  |
| Identify where to get help if he or she is having problems. |  |  |
| Make arrangements for the new employee to meet his/her manager and other senior executives, e.g., Directors, Head of Schools, Executive Deans, etc |  |  |
| **Section 3 – First Week** | **Yes** | **N/A** |
| Hold a welcome morning/afternoon tea. |  |  |
| Follow up on appointments with key contact people as required. |  |  |
| Seek feedback during the first week to ensure new employee is settling in adequately.   * provide any necessary feedback on new employee’s approach to work; * discuss the main responsibilities of the position and develop short-term goals; * explain probation process and set up probation review meeting times. |  |  |
| Schedule regular catch up meetings and inform new employee of any other regular departmental meeting dates or workplace practices. |  |  |
| Ensure all relevant documentation has been filled in and submitted. |  |  |
| **Section 4: - First Month** | **Yes** | **N/A** |
| Seek feedback from new employee and address any issues related to their integration into the workplace. |  |  |
| Ensure that the new staff member is aware of staff support services. |  |  |
| Explore staff training and development opportunities available. |  |  |
| Where appropriate, meet with new employee to determine probation objectives. |  |  |
| Ensure the new employee has accessed relevant induction resources   * e.g. University Staff Induction Seminar/New Staff Expo. |  |  |
| **Section 5 – First 3-6 Months** | **Yes** | **N/A** |
| Where appropriate, complete Probation requirements. |  |  |
| Seek feedback from new employee and address any issues related to their integration into the workplace. |  |  |
| Revisit training and development needs and modify where necessary. |  |  |
| Seek feedback from new employee about their workplace induction and if any improvements can be made |  |  |

*Please retain this checklist locally.*