



NEW WORKER CHECKLIST

Full Name			
Preferred Name		Start Date	
Campus		Supervisor Responsible for Orientation	

1. RECRUITMENT

(COMPLETED PRIOR TO EMPLOYMENT OFFER)

No.	ITEM/TASK	SITED OR COMPLETED		
		Who is Responsible	INITIAL	DATE or TICK
1.	Create Staff Folder and ensure all documents are scanned and saved here as obtained <input type="checkbox"/> Resume etc. <input type="checkbox"/> Employment Application Form <input type="checkbox"/> Interview Pack	Corp.		
2.	Screening Successful <input type="checkbox"/> Police Check <input type="checkbox"/> Functional <input type="checkbox"/> WWCC <input type="checkbox"/> Reference <input type="checkbox"/> Covid	Corp.		
3.	Successful Applicant notified and start date confirmed	Corp.		

2. EMPLOYMENT OFFER

(COMPLETED AND/OR RETURNED MINIMUM 5 DAYS BEFORE INCUMBENT STARTS WORK)

No.	ITEM/TASK	SITED OR COMPLETED		
		Who is Responsible	INITIAL	DATE or TICK
1.	Employment Offer (& Casual Staff Form if required) generated and returned signed by GM			
	Pre-Employment-Pack provided to candidate and returned Letter of Offer Position Description Onboarding Forms	Corp.		
3.	ID sighted and photocopied Birth Certificate Or Passport Or... <input type="text"/> Drivers Licence & <input type="text"/> Medicare & Bank Card <i>If applicable</i> <input type="text"/> Visa providing proof of residency giving right to work in Aust Change of name documents	Corp. or Supervisor		
4.	All documents scanned & Emailed to WIO copy Corp.	Corp. or Supervisor		
5.	Originals and all hard copies filed at Campus in secured cabinet	Corp. or Supervisor		



WIO - ONBOARDING & PEP PROCESSING

BEFORE ORIENTATION DAY

	ITEM/TASK	COMPLETED				
		NOTES	INITIAL	DATE or TICK		
1.	<p>Email all documents below to CSU HR Service Centre using Email Template</p> <p>HRservicecentre@csu.edu.au and cc Finance Operations Manager</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>CASUAL</p> <ul style="list-style-type: none"> ○ Casual Staff Appointment Form ○ New Employee Information Form ○ Banking Details Form ○ Superannuation Form ○ Tax File Declaration Form ○ Change of Faction Form (if relevant) </td> <td style="vertical-align: top;"> <p>PERMANENT</p> <ul style="list-style-type: none"> ○ Letter of Offer ○ New Employee Information Form ○ Banking Details Form ○ Superannuation Form ○ Tax File Declaration Form ○ Change of Faction Form (if relevant) </td> </tr> </table>	<p>CASUAL</p> <ul style="list-style-type: none"> ○ Casual Staff Appointment Form ○ New Employee Information Form ○ Banking Details Form ○ Superannuation Form ○ Tax File Declaration Form ○ Change of Faction Form (if relevant) 	<p>PERMANENT</p> <ul style="list-style-type: none"> ○ Letter of Offer ○ New Employee Information Form ○ Banking Details Form ○ Superannuation Form ○ Tax File Declaration Form ○ Change of Faction Form (if relevant) 			
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2.	Save scanned copies of all docs to Secure Staff Folder					
3.	Send any further hard copy documents to Corp. for secure storage					
4.	Create New Employee in HR Database (and update as new information is obtained)					
5.	Probation Schedule arranged and meeting participants, agendas and calendar's organised					
6.	Staff number issued from HR (takes 5 days) and HR database updated					
7.	<p>Arrange email groups and access to appropriate folders on Shared Drive</p> <p>Send email to finsystems@csu.edu.au asking for the new employees username to be added to appropriate group for their position (FIN-CSCS-Corporate, FIN-CSCS-MiddleMgmt, FIN-CSCS-SnrMgmt, FIN-CSCS-SnrSupvrs)</p>					
8.	Update Birthday calendar					



ORIENTATION DAY (COMPLETED ON INDUCTION/ORIENTATION DAY)

No.	ITEM/TASK	SITED OR COMPLETED																						
		APPLICABLE YES/NO COMMENT	INITIAL	DATE or TICK																				
1.	Welcome & tour - Shown amenities, emergency details and introduced to staff prior to their commencement.																							
2.	Uniform Fitting Update WIO for recording items issued in HR Database																							
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4.	Other Assets – Does anything need to be ordered or set up eg: mobile phone, PC, desk, printers etc. assist with set up. Record all items in HR Database.																							
5.	CSU Card - Take them to Student Central with Staff ID number (if casual also need CSU Card Staff Application Form)																							
6.	Key Access - Organise appropriate key/card access																							
7.	Obtain Login – go to staff.csu.edu.au and use their Staff ID no. which will have been emailed from HR																							
	Ensure staff are comfortable with online induction and offer assistance if needed and as required. Do they need help with PC, reading, language etc. Give overview of website and where to find important information.																							
	Overview of Web Kiosk. Where to find relevant HR forms, CSCS Leave guidelines and process.																							
	Online Induction Modules completed successfully (results saved) Discuss any questions raised during online inductions and check in with them regularly to ensure they are ok.																							
	Overview of Campus Maps and contact details for relevant personnel																							
8.	The new employee has been made aware that advancement within each employment level is gained through a combination of training, education and experience and the need to exercise that qualification skill on the job as per the Enterprise Agreement Schedule C.																							
9.	The new employee has been made aware of and or completed an enrolment form for any relevant training programs pertinent to their role																							



ORIENTATION DAY – OPERATIONAL INDUCTION

No.	ITEM/TASK	SITED OR COMPLETED		
		APPLICABLE YES/NO COMMENT	INITIAL	DATE or TICK
1.	The new employee has been shown the correct procedure for signing on and off attendance register.			
2.	The new employee has been shown the relevant process of key and card management relevant to their role and read the Key & Access Card Responsibility Policy. Cleaners - confirm they understand the security arrangements in place for offices and doors when tasks are completed in early morning areas.			
3.	The new employee has been shown around their designated area of work and building, including where the evacuation assembly point is for the designated area where new employee will be working.			
4.	The new employee has been shown where the closest first aid kits are located, and is made aware of whom the certified First Aid Officers are in their building.			
5.	Work Instructions: Explain where to find them and use them to train worker in required tasks.			
6.	SLA – explain relevant SLA for designated area. Explain Additional Work and how to handle additional work requests.			
7.	Calendars and Cleaning Logs – provide training on the use of the calendars and the cleaning logs.			
8.	Use and maintenance of equipment- The new employee has been given a physical demonstration of all equipment they will be using in relation to their designated role. Where relevant, the new employee has been told of the importance of using Residual Current Device's (RCD) with all electrical equipment. If the equipment isn't fitted with one then ask for a portable one.			
9.	The employee is to understand the importance of workplace ergonomics. Confirm their desk, chair and computer is positioned ergonomically to suit the new employee.			
10.	The new employee has been shown the correct way of office waste disposal in the Red, Blue and Yellow bins. They have been advised that they are responsible for emptying their red desktop eco bins and paper/cardboard desk bins.			
11.	Confirm that any building/site induction pertinent to their role has been coordinated and will be completed prior to commencement in that area			



PROBATION REVIEW

No.	ITEM/TASK	SITED OR COMPLETED		
		APPLICABLE YES/NO COMMENT	INITIAL	DATE or TICK
1.	The new employee has been advised verbally in addition to agreements of their probation period and that there will be a performance review prior to probation ending eg. Levels 1-3 is 3 months' probation. See Part 4, Section 22 of Enterprise Agreement.			
2.	Probation Schedule arranged and meeting participants, agendas and calendar's organised			
3.	Results of probation emailed to WIO for recording in HR Database			

INDUCTION REFRESHER

No.	ITEM/TASK	SITED OR COMPLETED		
		APPLICABLE YES/NO COMMENT	INITIAL	DATE or TICK
1.				
2.				
3.				