To welcome and onboard your new staff member in the most effective way possible, it is important to invest time and effort into the onboarding process.

By commencing this process before new staff begin, you can help them feel more at ease and welcome on their first day. This includes activities such as touching base with the new staff member before they begin (more than once if needed) and getting their equipment ready for day one.

To help achieve this, the checklist below has been developed to ensure the new staff member’s arrival is as easy as possible for everyone.

| **Before Commencement** | |
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|  | Contact the new employee to welcome them to the team and answer any questions they may have. For example:   * Start time * Location of office/access * Name of person who will greet them if you are unavailable * Parking * Dress code * Staff amenities * Confirm all paperwork has been returned to HR |
|  | Communicate to the team the start date of the new employee and encourage them to welcome the new employee to CSU when they commence. |
|  | Prepare a workspace and make sure all necessary resources are provided. For example:   * Computer * Business card * Keys * Stationery |
|  | Nominate an appropriate person to greet the new employee face to face and to introduce them to the team. For multi-campus teams you may wish to consider arranging an additional meeting via video-conference to introduce the new employee to the wider team. |
|  | Identify suitable member(s) of the team to assist with training/shadowing and supporting the new employee. |
|  | Ensure that building access has been arranged. |
|  | Schedule a morning or afternoon tea for the new employee to meet with work colleagues and welcome them to CSU on their first day. |
|  | Complete the CSU [Induction Plan Template](http://www.csu.edu.au/__data/assets/word_doc/0009/1229049/Induction-Plan-Template.doc). |
|  | Arrange access to any relevant systems such as Banner and S Drive etc. |
|  | Update the Communications Directory. |
|  | Add to internal distribution lists. |
|  | Order nameplate for door, if applicable. |

| **First Day** | |
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|  | Introduce the new employee to members of the team. |
|  | Check that all necessary Human Resources documentation has been returned to the HR Service Centre including copies of sighted and certified qualifications, and proof of identification. |
|  | Provide the employee with a tour of the work area, relevant buildings, and other CSU facilities, including entry/exit/security procedures. |
|  | Confirm that the new employee is able to log in to their computer and access CSU email and other relevant systems required. |
|  | Check an application has been lodged for the new employee’s [staff card](https://www.csu.edu.au/csu-card/cards-issued). |
|  | Attend informal morning or afternoon tea to welcome new employee. |
|  | Schedule a time for the new employee to commence working through their online [‘Welcome Orientation’](http://www.csu.edu.au/induction). |
|  | Provide an overview of Work Health and Safety (WHS), emergency procedures, and building facilities and equipment with the new employee. Remind completion of the WHS online training is mandatory in the ‘Welcome Orientation’. Introduce the new employee to the [CSU SAFE](https://www.csu.edu.au/division/facilitiesm/emergency-management/csu-safe) app. |
|  | Discuss first week activities and answer any questions the new employee may have i.e. hours of work, roster, timesheet, pay days, leave manual, enterprise agreement, Web Kiosk, shared drive. |
|  | Check that the new employee is invited to any regular scheduled meetings. |
|  | Check that the new employee has all resources needed. |

| **First Week** | |
| --- | --- |
|  | Set up regular one-on-one meetings i.e. weekly/fortnightly/monthly to further develop the relationship, provide feedback and support to the new employee. |
|  | Ensure sufficient time has been allocated to the new employee during their first week to allow them to begin to form an understanding of CSU, the business area they work in, and their role. |
|  | The new employee’s supervisor has met with them to overview their role, structures, CSU values, expectations and objectives and to continue building the relationship. Provide an overview of six week objective setting and probation process. Discuss and update/ review the CSU [Induction Plan Template](http://www.csu.edu.au/__data/assets/word_doc/0009/1229049/Induction-Plan-Template.doc). |
|  | Check the new employee has completed or commenced working through their online [‘Welcome Orientation’](http://www.csu.edu.au/induction) including the mandatory units of Equal Opportunity (EO) and Work, Health & Safety (WHS). |
|  | Introduce the new employee to the other business areas they might have significant interaction with. |

| **Six Weeks after Commencement** | |
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|  | Discuss need for mentor or ongoing support that may be required. |
|  | Confirm the new employee has completed the [‘Welcome Orientation’](http://www.csu.edu.au/induction) including the mandatory EO and WHS modules. |
|  | Meet with the new employee six weeks after commencement to formalise probation planning and complete the [Professional/General Staff Objective Setting Template](http://www.csu.edu.au/__data/assets/word_doc/0016/172213/General-Probation-Objective-Setting.doc). |