|  |
| --- |
| **Onboarding Checklist****(A checklist for both Supervisors and New Employees for Onboarding)** |
| **NEW EMPLOYEE DETAILS** |
| Employee’s Full Name: |       | Employee Number: |  |
|  |
| Position Title: |       | School / Centre: |  |
|  |
| Discipline / Department: |       | Commencement Date: |       /       /       |
|  |
| Campus Location: | [ ]  JO [ ]  ML [ ]  SW [ ]  Other please specify:  |  |  |
| \*Note: Once employment has commenced, Onboarding is a shared responsibility between the Supervisor and New Employee. Take this into consideration as you read the checklist. |
| **PRE COMMENCEMENT** |
| The following needs to be organised before commencement of the new employee. |
| **Activity** | **Date to be completed by** | **Comments** | **Tick when Completed** |
| Confirm the employee has accepted their employment contract via HROnboard  |    /    /    |       | [ ]  |
| Confirm Staff Number – this is sent via email to the Line Manager from Payroll Services  |    /    /    |       | [ ]  |
| Confirm new employee’s computer and network access – request form available from the [IT Services Kiosk](https://edithcowan.service-now.com/kiosk) * Building Access
* New phone Extension
* Modify Staff Account Access – network access, shared inboxes/calendars, email distribution lists
* Modify Staff Account Access
 |    /    /    |       | [ ]  |
| Organise new employee workstation. Ensure there is an available desk, computer, chair, and required stationery. |    /    /    |       | [ ]  |
| Email your team members informing them of a new colleague joining the team. |    /    /    |       | [ ]  |
| Contact the new employee to confirm where and when they should arrive on their first day and answer any questions they may have. |  |  |  |
| Consider new employee‘s disabilities (if any) and take reasonable steps to accommodate them. Assistance can be provided by the Work Health Safety and Wellbeing Team: whs@ecu.edu.au [Staff living with a disability](https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-environment-and-conditions/staff-living-with-a-disability) |    /    /    |       | [ ]  |
| **COMMENCEMENT – DAY ONE** |
|  |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Initial “Meet and Greet” by Supervisor / Mentor and commence local induction activities | Day One |       |       | [ ]  |
| Obtain Staff ID Card from an IT e-Lab counter - [Getting-a-staff-id-card](https://edithcowanuni.sharepoint.com/sites/DCS/SitePages/ID-and-access-cards.aspx). Bring your staff number and a smile! |    /    /    |       |       | [ ]  |
| Introduce new employee to work colleagues  |    /    /    |       |       | [ ]  |
| Discuss employee onboarding and induction process: [Staff Induction](http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/recruiting-appointing-inductions-and-probation/staff-induction). Initiate Required Items Checklist.  |    /    /    |       |       | [ ]  |
| Add employee to Teams groups  |  |  |  |  |
|  |
| **Working ConditionS** |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Explain Employment Conditions:* Culture of work area, ECU Values, Strategic Priorities, Operational Plan, [ECU Strategic and Supporting Plans](https://intranet.ecu.edu.au/staff/centres/strategic-and-governance-services/our-services/strategy-and-performance/planning-framework)
* Start / finish times and meal breaks.
* Pay days and annual / sick leave, etc (inc. how to navigate Staff Portal and Kiosk)
* Location of [Enterprise Agreement](https://intranet.ecu.edu.au/staff/enterprise-agreement) and [Policy](https://intranet.ecu.edu.au/staff/centres/strategic-and-governance-services/our-services/legislation-and-policy) website
 |    /    /    |       |       | [ ]  |
| Location of the Organisational Chart – [Organisation Structure and Positions](https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/planning-structures-and-positions/organisation-structure-and-positions)  |    /    /    |       |       | [ ]  |
| Explain commonly used Abbreviations: [ECU\_Glossary\_of\_Acronyms.pdf](http://www.ecu.edu.au/__data/assets/pdf_file/0010/747334/ECU_Glossary_of_Acronyms.pdf) |    /    /    |       |       | [ ]  |
| Provide contact list for support services:Payroll Services – payroll@ecu.edu.auPeople Services – People(P&C)@ecu.edu.au or 6304 5995IT Services – [IT Services Kiosk](https://edithcowan.service-now.com/kiosk) or 6304 6000Security – 6304 3333 |    /    /    |       |       | [ ]  |
|  |
| **Workstation / Environment** |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Workstation Location:* Email etiquette/signature [Acceptable Use of Information Systems](https://edithcowanuni.sharepoint.com/%3Aw%3A/s/SGS-CorpKB/Ebsozhs-JytIu9in5LJRnyoB8Ldo5k78zb2S8SX3MUTbLg)
* Arrange for ergonomic set up - [Ergonomics and Manual Handling](http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/ergonomics-and-manual-handling)
 |    /    /    |       |       | [ ]  |
| Tour of Utilities in Employees Facility:* Kitchen
* Toilets
* Light switches, stationery office, photocopier (including how to use the Staff Card for printing and scanning)
 |    /    /    |       |       | [ ]  |
| Provide a Campus Tour:* Show locations for cafes, ATM’s, Library, Sports Centre, Schools/Centres
 |    /    /    |       |       | [ ]  |
| **COMMENCEMENT – WEEK ONE** |
|  |
| **Emergency Procedures** |
| Explain the processes and procedures involved in an emergency evacuation and the importance of the WHS Online Induction. |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Introduce WHS critical information and Emergency Evacuation Procedure, show where the following are:* Emergency Exits including explanation of zones
* Muster Points
* First Aid Box
* Defibrillator

Introduce First Aid Officers, Fire Wardens and Health and Safety Representative for your area |    /    /    |       |       | [ ]  |
| Incident Reporting online: [Incident Reporting and Investigation](http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/incident-reporting-and-investigation)  |    /    /    |       |       | [ ]  |
|  |
|  |
| **ON-BOARDING – INDUCTION AND PROBATION** |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Discuss role and responsibilities, including Performance Expectations and Standards:* [Role Based Development Framework](https://intranet.ecu.edu.au/learning/workforce-strategy-and-capability/role-based-development-framework) & MPS
* Position Description

ASPEO (if Academic Staff) – [Academic Staff Performance Expectations and Outcomes Framework](https://edithcowanuni.sharepoint.com/%3Ab%3A/s/SGS-CorpKB/EdLQ44NxJkFEpZaQTpL8MucBrr6gCV5jLllBRS2bjgNiCQ) |    /    /    |       |       | [ ]  |
| Enrol in next available Staff Orientation – Working at ECU - [Staff Development Portal](https://php.apps.ecu.edu.au/staff-development/index.php)  |    /    /    |       |       | [ ]  |
| Overview of Staff Portal and systems relevant to their role |  |  |  |  |
| Follow up on completion of the Online Staff Induction and diarise the 6 week due date for the Required Items Checklist. |    /    /    |       |       | [ ]  |
| Discuss the content on the [Probation website](http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/recruiting-appointing-inductions-and-probation/probation) and (for probation periods up to 6 months) / commence setting objectives – Diarise first probation review meeting and explain timeframes including notice periods  |    /    /    |       |       | [ ]  |

|  |
| --- |
| **FIRST MONTH - FEEDBACK SESSION** |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Set clear probationary objectives that will allow the new employee to feel confident in understanding what is expected of them, and how to meet these expectations. |    /    /    |       |       | [ ]  |
| Provide regular constructive feedback (both ways), discussing the new employee’s progress and how they are settling into their new role |    /    /    |       |       | [ ]  |
| Follow up on completion of the Online Inductions and Staff Orientation. If not completed, remind new employee of these necessary steps within the Onboarding process  |    /    /    |       |       | [ ]  |
| Arrange record keeping and Content Manager Records Manager training – contact Information Management and Archive Services (IMAS) |    /    /    |       |       | [ ]  |
| As part of probation discuss any concerns / issues that may arise and identify training requirements including University requirements – MPS, University systems etc. If any issues or concerns are identified contact your P&C Business Partner as soon as possible. Remind new employees they are required to satisfactorily complete probation for their appointment to be confirmed. |    /    /    |       |       | [ ]  |
|  |
| **THIRD MONTH - FEEDBACK SESSION** |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Provide regular feedback (both ways), discussing the employee’s progress and how they are settling into their new role |    /    /    |       |       | [ ]  |
| Discuss Online Inductions and Staff Orientation. If not completed, identify and address issues preventing this to enable new employee to complete these necessary steps within the Onboarding process within 3 months of their start date. |    /    /    |       |       | [ ]  |
| As part of probation discuss any concerns / issues that may arise and identify training requirements including University requirements – MPS, University systems etc. If any issues or concerns are identified contact your People and Culture Business Partner as soon as possible. Remind new employees they are required to satisfactorily complete probation for their appointment to be confirmed. |    /    /    |       |       | [ ]  |