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| **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: | |  | |
|  | | | | | | | | |
| Department / Branch: |  | | | | Commencement Date: | | /       / | |
|  | | | | | | | | |
| Campus Location: | JO  ML  BU | | | |  | |  | |
| \*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** |
| Check that the employee returns their signed contract and any related documents (eg tax, superannuation, staff details forms etc) to the relevant areas (eg HR and/or Shared Services). | | | /    / | |  | | |  |
| Obtain Staff Number – When you receive the new starter’s staff number, please proceed to the IT ServiceNow Kiosk. Please refer to the “[Staff Account Activations](http://intranet.ecu.edu.au/__data/assets/pdf_file/0009/656172/Staff-Account-Activations.pdf)” document for further information regarding activation of the account. | | | /    / | |  | | |  |
| IT ServiceNow Kiosk – Follow the necessary steps to identify the appropriate hardware, access, systems, drives etc. that the new starter will require (remember this may take a few days for IT to process). | | | /    / | |  | | |  |
| Organise new employee workstation including name plates and badge and office key. Ensure there is an available desk, computer, chair, phone line and required stationary. | | | /    / | |  | | |  |
| Email your team members informing them of a new colleague joining the team. | | | /    / | |  | | |  |
| Consider new employee‘s disabilities (if any) and take reasonable steps to accommodate them. Document employee disabilities: | | | /    / | |  | | |  |
| **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 Multimedia Resources | |  | |  | |  | |  |
| Review Contract documents, (if necessary) and ensure relevant Qualifications have been provided to an authorised ECU Staff Member and forwarded to payroll | | /    / | |  | |  | |  |
| Introduce new employee to work colleagues and give a tour of the University campus | | /    / | |  | |  | |  |
| Introduce and discuss Onboarding - 1) Corporate Orientation, 2) Online Staff Induction,  3) Probation and 4) Performance Management (MPS). | | /    / | |  | |  | |  |
|  | | | | | | | | |
| **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 * Start / finish times and meal breaks. * Explain public holidays and how PHIL works. * Pay days and annual / sick leave, etc (inc. how to navigate Staff Portal and Kiosk) * Copy / location of Collective Agreement and Code of Conduct | | /    / | |  | |  | |  |
| Provide copy of the Organisational Chart – local and at University level | | /    / | |  | |  | |  |
| Explain commonly used Abbreviations | | /    / | |  | |  | |  |
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| **Workstation / Environment** | | | | |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Introduce Workstation Location:   * Email etiquette/signature * Voicemail * Arrange for ergonomic set up | /    / |  |  |  |
| Show Utilities in Employees Facility:   * Kitchen * Toilets * Light switches, stationery office, photocopier, etc | /    / |  |  |  |
| Provide a Campus Tour:   * Show locations for cafes, ATM’s, Library, Sports Centre, Faculties/Centres * Obtain staff card. SmartRider and parking permit, etc (if required) * Arrange security pass for access to the building | /    / |  |  |  |
| **COMMENCEMENT – WEEK ONE** | | | | |
|  | | | | |
| **Emergency Procedures** | | | | |
| Explain the processes and procedures involved in an emergency evacuation and the importance of the OSH Online Induction. | | | | |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Introduce Emergency Evacuation Procedure, show where the following are:   * Emergency Exits including explanation of zones * Assembly Points * First Aid Box | /    / |  |  |  |
| Incident Reports | /    / |  |  |  |
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| **ON-BOARDING – INDUCTION AND PROBATION** | | | | |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Discuss Role Clarification and Position Description | /    / |  |  |  |
| Discuss Performance Expectations / Standards | /    / |  |  |  |
| Enrol in next available Corporate Orientation – Working@ECU - Reach Your Potential | /    / |  |  |  |
| Commence ECU’s Online Staff Induction and diarise the 6 week due date for the Required Items Checklist. | /    / |  |  |  |
| Discuss the content on the Probation website and commence objective Setting – Diarise first probation meeting and explain notice periods | /    / |  |  |  |
| Complete Occupational Safety & Health (OSH) Online and Equal Opportunity (EO) Online | /    / |  |  |  |

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| **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 using the Probationary *‘My WorkPlan’* Form. |  |  |  |  |
| Provide regular constructive feedback (both ways), discussing the new employee’s progress and how they are settling into their new role | /    / |  |  |  |
| Discuss Online Staff Induction and Corporate Orientation, if not completed, remind new employee they necessary steps within the Onboarding process | /    / |  |  |  |
| Arrange record keeping and TRIM training | /    / |  |  |  |
| 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 HRAM as soon as possible. Remind new employees they are required to satisfactorily complete probation. | /    / |  |  |  |
| Discuss ‘Recognition for Prior Service’ (if required) | /    / |  |  |  |
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| **THIRD MONTH - FEEDBACK SESSION** | | | | |
| **Activity** | **Date to be completed by** | **Person Responsible** | **Comments** | **Cross when Completed** |
| Provide regular feedback (both ways), discussing the new employees progress and how they are settling into their new role | /    / |  |  |  |
| Discuss Online Staff Induction and Corporate Orientation, if not completed, remind new employee they necessary steps within the Onboarding process | /    / |  |  |  |
| 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 HRAM as soon as possible. Remind new employees they are required to satisfactorily complete probation. | /    / |  |  |  |