**New Staff Member**

|  |
| --- |
|  |

Congratulations, you have a new staff member joining your team.

As this staff member’s manager, you are in the ideal position to equip them with the information and resources to ensure they become a productive and engaged member of the team as quickly as possible.

A good onboarding process for new employees is recognised as a key factor in improving the engagement, performance and retention of new employees. It helps them feel connected to the organisation and their roles.

The activities and resources referenced below identify the minimum requirements expected of you in the onboarding process.

There are many other additional activities that you may include as part of the introduction of the staff member to the organisation and the team.

# **Manager’s Role**

|  |  |  |
| --- | --- | --- |
| **Prior to Commencement** | | |
| **Activity** | | **Purpose/Notes** |
|  | Contact new staff member | Build relationship, discuss day one arrangements, including start time and location. |
|  | Signed letter of offer and associated documentation | It is critical that the new staff member returns their signed letter of offer and associated documentation before their start date. Failure to do so may result in delays in pay. |
|  | Contact Onboarding Officer | Ensure your School/Unit Onboarding Officer is working through the checklist. |
|  | Put together an Onboarding Plan | If applicable ensure a schedule is in place for the new staff member including key stakeholders you expect the new staff member to meet and expected learnings through their induction and probation period. |
|  | Notify your team of the new staff member’s arrival | Ensure the team understand the new staff member’s role and have an overview of new staff member’s responsibilities. |

|  |  |  |
| --- | --- | --- |
| **Day 1** | | |
| **Activity** | | **Purpose/Notes** |
|  | Introductions | Introduce new staff member to the team. |
|  | Discuss work hours, breaks and meal times | Provide new staff member with requirements regarding work hours, breaks, meal times, leaving location/office during work hours. |
|  | Discuss sickness and other absences | Explain requirements for notifying an illness or other absences. |
| **Week 1 – ongoing** | | |
| **Activity** | | **Purpose/Notes** |
|  | Discuss ongoing development and training | To provide the new staff member with the appropriate tools, information and resources to enable them to learn their new role, including setting learning goals for the probationary period. |
|  | Set up weekly ‘check in’ meetings | Discuss how the new staff member is tracking, what support they may require and answer any questions they may have. |
|  | Discuss Probation Period | Discuss process of probation period and requirements and expectations of the new staff member. |
|  | Identify buddy/mentor if required | Consider whether a buddy or mentor would facilitate learning for the new staff member. Who should this be? Discuss the role with the buddy/mentor. |
|  | Training | Consider additional training that may be required other than that outlined in the Orientation Module in Discover. |

# **Onboarding Officer’s Role**

|  |  |  |
| --- | --- | --- |
| **Prior to Commencement** | | |
| **Activity** | | **Purpose/Notes** |
|  | Arrange all admin and logisticsbefore arrival | Including work area/office; equipment; IT connections; business cards etc. |

|  |  |  |
| --- | --- | --- |
| **Day 1** | | |
| **Activity** | | **Purpose/Notes** |
|  | Login | Help the new staff member to log in to the computer and can access email and any systems and drives they should have access to. |
|  | Telephone/Email | Help the new staff member to set up their telephone and email with preferences. |
|  | Car parking permit and staff card | Take the new staff member to Facilities Management to arrange their car parking permit and staff card. |
|  | Discover  (online Learning Management System) | Help the new staff member to log in to Discover.  **Day 1**  Mandatory completion of:   * UONboard Induction * Health and Safety Induction   **Week 1**  Mandatory completion of:   * Local Workplace Induction Checklist * EO Online * Emergency Procedures * GIPA, Privacy and Complaints * Managing Email Effectively * Respectful and Collaborate Workplace   **First Three Months**  Mandatory completion of:   * Welcome to The Wollotuka Institute * Orientation in PRD |