**New staff member name:** **University ID:**

**Supervisor Name:** **University ID:**

Pre-arrival action checklist

Supervisor

**Welcome Email/Phone Call**: Confirm start date with the new staff member and inform them when to arrive, where to park and where you will meet them

Discuss workplace flexibility (e.g. work from home, flexibility arrangements, caring responsibilities).

Discuss if the new staff member requires any workplace adjustments.

Prepare request for access forms to required [systems](https://services.anu.edu.au/information-technology/software-systems/service-now) (e.g. ARIES, RMS, Concur, CMS, RIMS etc.).

Request [hardware](https://servicedesk.anu.edu.au/sp/) (e.g. laptop/desktop/mobile phone) for new staff member via [ServiceNow](https://servicedesk.anu.edu.au/sp/)

Request telephone services and software through the [IT](https://servicedesk.anu.edu.au/selfservice/) [Service Desk](https://servicedesk.anu.edu.au/sp/)

Request email, folders and network access via the [Request for access to University systems](https://policies.anu.edu.au/ppl/document/ANUP_001010)

Request [Building Access](https://services.anu.edu.au/campus-environment/safety-security/access-keys-locks-cards) (if applicable)

Secure temporary Parking Permit (if applicable)

Arrange a workstation / office, stationery, mobile phone, business cards and [request badge](https://services.anu.edu.au/marketing-outreach/merchandise-uniforms/staff-name-badges) for workspace (as required)

Add new staff member to the [Staff Directory](https://servicedesk.anu.edu.au/sp/) and School/ Branch phone list

Ensure new staff member is added to relevant distribution lists, team/area meetings, etc.

Ensure new staff member has been enrolled into New Staff Welcome by local HR team

Inform/Email current staff that a new staff member will be commencing

Prepare tasks for first day/week (e.g. schedule meetings, allocate time to commence online courses)

Arrange a buddy in the team (someone designated to answer questions, help with arrangements, Outlook, staff email addresses, calendar and room bookings, staff directory, mailroom services and printer, etc.)

Organise 'meet and greet' session with new team members (e.g. morning tea)

Allocate time to spend with new staff member on their first day

Day one action checklist

Supervisor

Welcome and introductions to team members

Meeting between Supervisor and new staff member to welcome and provide an overview of work area and scope of role, key duties, and key stakeholders

Confirm if new staff member is booked in to attend [New Staff Welcome](https://services.anu.edu.au/human-resources/supporting-development/new-staff-welcome) (local HR to enrol new hire upon hire)

Remind new staff member to complete the online [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/)

Remind new staff member to complete Induction Checklist in HORUS

Enrol in/inform new staff member of any local area induction activities

Inform the new staff member of ANU Employee Networks (e.g. Visibly Diverse, Indigenous Staff Network, ANU Ally Network).

Introduce new staff member to assigned buddy in the team

Ensure workspace is set-up and phone and computer are working

Workplace specific induction to include the following where applicable, on first day and some within the first week:

Complete the [WHS Tier 2 Induction](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook/chapter-32-whs-induction-training-and)

Emergency Evacuation Procedures –including identification of local Fire Wardens

Identification of First Aid Officers

Procedure for reporting hazards and incidents

Identification of local HSR or WHS Committee Members

Identification of local WHS Officer

Do they require a [Personal Emergency Evacuation Plan (PEEP)](http://imagedepot.anu.edu.au/whs/3.5%20Emergency%20Safety%20Management/3.5%20Appendix%20F.%20Personal%20Emergency%20Evacuation%20Plan.docx)

Location of amenities such as toilets, showers, kitchen etc.

New Staff Member

Meet new colleagues and tour of the workplace

Ensure workspace is set-up and phone, voicemail and computer are working

Secure Staff ID/Access Card from Facilities & Services reception

Register for parking via [VPermit](https://vpermit.com.au/anu/) (if required)

Note New Staff Welcome date and set aside on calendar to attend (HR enrolled upon hire)

Ensure Induction Checklist is completed in HORUS

Introduction to assigned buddy in the team

Opt-in to receive the [ANU Emergency SMS Broadcast](https://services.anu.edu.au/information-technology/telephones/emergency-sms-broadcasting) (optional). Go to: [horus.anu.edu.au](http://horus.anu.edu.au/) (HORUS > Personal Information > Phone Numbers > enter ‘Emergency Mobile’ number) or via the Induction Checklist in HORUS

If required, submit preferred name change request. Go to: [horus.anu.edu.au](http://horus.anu.edu.au/) (HORUS > Personal Information > Request Preferred Name Change)

Work through online [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/)

Week one action checklist

Supervisor

Discuss the probation period and establish dates for probations meetings. See the [ANU Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement) and [Probation Procedure](https://policies.anu.edu.au/ppl/document/ANUP_000508)

Discuss [Performance & Development Review (PDR)](https://services.anu.edu.au/human-resources/supporting-development/performance-and-development-review-pdr) performance objectives and development goals and schedule first meeting

Assess the ergonomic setup of the new staff member's workstation. Resources to assist can be found [online](https://services.anu.edu.au/human-resources/health-wellbeing/injury-prevention-advice/workstation-assessments)

Set up appointments with key staff/stakeholders within your office, School/Division (as relevant)

Direct new staff member to websites and information sources for the School/Division and other (as relevant to their role)

Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings

Discuss with your new staff member the following:

The new staff member's role and organisational structure. Refer to [Classification of Professional Staff Positions](https://services.anu.edu.au/files/Approved%20ANU%20EA%202017-2021_Attachment%202_0.pdf)

The high level [University Executive Structure](http://www.anu.edu.au/about/leadership-structure/university-executive) and [Strategic Plan](http://www.anu.edu.au/about/plans-reviews/anu-strategic-plan-2017-2021)

The Australian National University [Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement)

The University [Code of Conduct](https://policies.anu.edu.au/ppl/document/ANUP_000388)

Completion of the online [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/)

Completion of [mandatory online induction modules](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation) – It is a condition of probation that the induction modules are completed with the first three months of employment.

Review [Supporting Development](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation) webpage to highlight staff development opportunities

Awareness of [Work, Health & Safety](https://services.anu.edu.au/human-resources/health-safety) at ANU

University [Governance](http://www.anu.edu.au/about/governance), policies and procedures

Consider which [policies](https://policies.anu.edu.au/ppl/index.htm) and [delegations](https://law.anu.edu.au/humanresources/delegations) are relevant to the staff member's role

State and Federal legislation that applies to the University. Consider which [legislation](http://www.anu.edu.au/about/governance/legislation) is relevant to the staff member's role

Semester dates and other key dates [University Calendar](https://www.anu.edu.au/directories/university-calendar). Inform the new staff member of School

Discipline seminar timetable (if relevant)

[Library access](http://anulib.anu.edu.au/using-library/borrow/off-campus-service) and other staff facilities

Any Departmental specific procedures (e.g. staff meetings, administrative procedures)

Departmental approach to work arrangements including core hours and flexible working arrangements

Discuss any cultural leave requirements (e.g. religious holidays, NAIDOC leave, days of cultural significance).

Any additional requirements and/or arrangements as required (e.g[. Disability Support](https://services.anu.edu.au/human-resources/respect-inclusion), [Supporting families](https://services.anu.edu.au/human-resources/respect-inclusion/supporting-families) etc.)

System training needs (e.g. ANU Recruit, ARIES, RMS, eForms, ERMS, ES Financials, HORUS, Insight, Maximo, Pulse, vPermit, Wattle) that are required for the role

New Staff Member

Review the Australian National University [Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement) and [Code of Conduct](https://policies.anu.edu.au/ppl/document/ANUP_000388)

Meet with key team members and/or direct reports

Ensure access to required University systems

Review [Probation procedure](https://policies.anu.edu.au/ppl/document/ANUP_000508). Your supervisor will establish dates for probation meetings

Review the University’s [Performance and Development Review (PDR)](https://services.anu.edu.au/human-resources/supporting-development/performance-and-development-review-pdr) process. Your supervisor will schedule a meeting to clarify duties, set expectations, determine work objectives and discuss development

Complete a [Workstation Assessment](https://services.anu.edu.au/human-resources/health-wellbeing/injury-prevention-advice/workstation-assessments) to ensure your workstation is suitably adjust to support good working posture (Setting up your workstation module available via [Pulse](https://services.anu.edu.au/information-technology/software-systems/pulse))

Review Position Description (PD) and the organisational structure

Review the high level [University Executive Structure](http://www.anu.edu.au/about/leadership-structure/university-executive)

Review [Supporting Development](https://services.anu.edu.au/human-resources/supporting-development/performance-and-development-review-pdr) webpage to register for relevant development activities

Complete the online [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/)

Complete [the mandatory online induction modules](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation) – It is a condition of probation that the induction modules are completed with the first three months of employment.

(Please note additional modules may be required specific to your role)

New staff members are encouraged to familiarise themselves with the following:

The [ANU Strategic Plan](https://services.anu.edu.au/business-units/planning-performance-measurement-division/planning-and-review)

[Work, Health & Safety](https://services.anu.edu.au/human-resources/health-safety) at ANU

The University's online self-service system [HORUS](https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system) (HR Online Remote User System) which allows you to: apply for leave, access payslips, review personal information, lodge a WHS incident notification, register for staff development courses and view any applicable delegations of authority you may have

[IT Help & Support](https://services.anu.edu.au/information-technology/help-support): Find information on how to access IT support - online and over the phone

[ANU Policy Library](https://policies.anu.edu.au/ppl/index.htm) & [Delegations Framework](http://www.anu.edu.au/about/governance/frameworks-disclosures/delegations-framework): Consider which policies and delegations are relevant to your role, including the [Enterprise Agreement](https://services.anu.edu.au/files/Approved%20ANU%20EA%202017-2021_Attachment%202_0.pdf) and [Code of Conduct](https://policies.anu.edu.au/ppl/document/ANUP_000388)

Record keeping guidelines and forms, see the [Recordkeeping](https://services.anu.edu.au/planning-governance/recordkeeping) webpage

State and Federal legislation that applies to the University. Consider the [legislation](http://www.anu.edu.au/about/governance/legislation) relevant to your role

The University [Brand Standards](https://services.anu.edu.au/marketing-outreach/marketing-materials) and downloadable [document templates](https://services.anu.edu.au/marketing-outreach/marketing-materials)

### CONFIRMED DATES & SIGN OFF

Confirmed start date: Click or tap to enter a date.

Probation date: Click or tap to enter a date.

Initial PDR conversation & planning date: Click or tap to enter a date.

Induction checklist completion date: Click or tap to enter a date.

New staff member signature: Date:

Supervisor: Date:

Once complete please upload a copy to of this checklist to the new staff member’s ERMS staff file.