Employee's name:

Start date: Work unit:

PRE-ARRIVAL

|  |  |
| --- | --- |
| Action checklist | |
| **Item** | **Done Checkmark** |
| Ensure employee has accepted offer of employment. |  |
| Contact new employee to confirm start date, arrival time, parking and where you will meet them |  |
| Prepare work space and arrange hardware e.g. laptop/desk/mobile  For office equipment, contact Property Services in the first instance.  For IT hardware, contact TS to assign a laptop. |  |
| Advise relevant staff of new employee’s arrival and schedule introductory meetings with key contacts. |  |
| Prepare new employee’s work schedule for the first week. |  |
| The new staff member will automatically be sent SCU user name, password and email on the business day before their first day (to their personal email). | |

Day one

|  |  |
| --- | --- |
| Action checklist | |
| **Item** | **Done Checkmark** |
| Welcome and introduce to team members. |  |
| Provide overview of work area and scope of role, key duties and stakeholders. |  |
| Tour of workplace including amenities such as toilets, kitchen and emergency exits. |  |
| Obtain staff ID card from campus Student Centre and submit building access request. For assistance, contact [idcard@scu.edu.au](mailto:idcard@scu.edu.au). |  |
| Ensure workspace is set up and activate SCU account and email. For assistance, contact Technology Services. |  |
| Update contact details for the online staff directory.  Academic employees may also add a link to their Personal Researchers Pages in ePublications. |  |
| Discuss completion of mandatory training modules (full list [here](https://www.scu.edu.au/staff/hr-services/induction/induction-for-new-employees/)), including Induction for New Staff program in Scout. |  |

For a detailed guide on navigating your first week and month, please refer to our [Induction course](https://training.scu.edu.au/view_course/17). This course is a significant first step in becoming acquainted with the University and in particular, your team, your campus and helping you settle into your new role.

Regular probation reviews will take place to ensure you're thriving in your role and to address any queries or concerns you may have. We're here to make your journey with us a fantastic one!

Employee's signature: Date:

Supervisor's signature: Date: