

New Staff Onboarding Checklist

Employee Name:	
Supervisor Name:	
Induction Partner:	

Before Arrival

Induction Task	Person Responsible	Date of Completion
Signed contract received by HR	Employee	
Complete Induction for New Staff via Scout	Employee	
Staff ID Number:	HR	
Office allocated:	Admin Support/ Supervisor	
Computer equipment Submit a form here to order computer equipment. (Desk, monitors, mouse, keyboard, dock, laptop)	Admin Support/ Supervisor	
Arrange a new phone extension number. Review how to submit a request here . <i>(Phone extension required to make external calls. The extension number will be allocated to their Teams to be able to make external calls).</i>	Admin Support/ Supervisor	
Mobile phone (if applicable). Information on the process here . Note, TS do not provide hardware – the work unit do this. Mobile No:	Admin Support/ Supervisor	
Email Address:	Technology Services	
Send a welcome email to their personal email: <ul style="list-style-type: none"> Time and place to report on their first day Person meeting them and their contact details Parking options Welcome Pack (Purpose/Values and key campus info) Campus map 	Supervisor <i>cc Induction Partner?</i>	
Submit a Building Access form here	Admin Support/ Supervisor	
Schedule applicable training for University systems: <i>(Note: employee needs SCU email before access can be granted).</i> <input type="checkbox"/> Concur (What is Concur? Register for training)	Supervisor/Admin Support	

<input type="checkbox"/> T1- Financials (Finance System) (How to get T1 Financials access?) <input type="checkbox"/> Student One <input type="checkbox"/> Aurion <input type="checkbox"/> Acendre – (only required if requesting to recruit. If required email jobs@scu.edu.au) <input type="checkbox"/> MySCU (SSO to Blackboard) See also Teaching in the Blackboard Environment <input type="checkbox"/> Unit & Course Management System (UCMS) (if required employee to follow instructions in link) <input type="checkbox"/> Load/Recruitment Dashboard (supervisor to email Erin Crandon – Manager Business Intelligence) <input type="checkbox"/> CRM <input type="checkbox"/> MIS <input type="checkbox"/> SONIA <input type="checkbox"/> Bluecard Organisation Portal <input type="checkbox"/> SONIA Check Manager <input type="checkbox"/> Student System / eAcademic <input type="checkbox"/> Web CMS (T4)		
<input type="checkbox"/> Inform Faculty/Work Unit colleagues of employee's details and date of arrival	Supervisor	
<input type="checkbox"/> Organise meetings and training for the first day/week <input type="checkbox"/> Send calendar invitations to attendees <input type="checkbox"/> Email employee this Onboarding Checklist (once account is active).	Supervisor	
Arrange a social event (e.g. morning tea) to welcome the new employee and introduce them to their colleagues: <input type="checkbox"/> Send a calendar invite <input type="checkbox"/> Organise catering here	Admin Support/Induction Partner/Supervisor	

Day Before Arrival

Induction Task	Person Responsible	Date of Completion
Set up new staff member's office/workspace <input type="checkbox"/> Create new office signage on door (if applicable) <input type="checkbox"/> Stationery and supplies (e.g. pens, notepads, sticky notes etc.) <input type="checkbox"/> Lanyard and card holder for Staff ID Card	Admin Support/Induction Partner/Supervisor	



<input type="checkbox"/> Review information and resources: New Supervisors Guide	Supervisor	
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First Day

Induction Task	Person Responsible	Date of Completion
Explain the induction process and work through the Onboarding Checklist with them.	Supervisor & Employee	
Complete the Work Unit WHS checklist (Work unit to keep copy)	Employee	
Add new staff member to Work Unit/Faculty meetings and mailing lists: <input type="checkbox"/> Faculty Intranet <input type="checkbox"/> Shared work unit Calendars <input type="checkbox"/> Teams groups/channels <input type="checkbox"/> Request new starter to be added to the recipient list of shared emails. <input type="checkbox"/> Team Meetings <input type="checkbox"/> Other Work Unit/Faculty Meetings <input type="checkbox"/> Send calendar invitations for 1:1's	Supervisor	
Ergonomic self-assessment checklist (Work unit to keep copy)	Employee	
Emergency Evacuation Training (Compulsory for all GC Campus staff). If not already completed as part of the Corporate Induction, complete and send to HR Services: hr@scu.edu.au	Supervisor/Induction Partner & Employee	
Arrange a tour of the employee's immediate work area, relevant offices, lecture theatres, computer laboratories, staff rooms, toilets, and other immediate work area facilities.	Supervisor / Induction Partner	
Collect Staff ID card from Student Services Hub. (Bring photo ID)	Employee/Induction Partner	



Apply for a Parking Permit (GC, L & CH campuses only). Complete form here and collect a permit sticker from the Student Services Hub	Employee	
Your preferred work contact number is updated and maintained by you. Review and add extra details via Update Staff Directory Profile .	Employee	
Commence working through the relevant components of the 'Induction for New Staff' in Scout. (Complete by the end of the first week)	Employee	
Welcome Activities: <ul style="list-style-type: none"> • Morning tea or team lunch • Provide Lanyard, stationery and any other necessary equipment 	Supervisor/Induction Partner	

First week

Induction Task	Person Responsible	Date of Completion
Working Remotely (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Complete a Remote Working Request Form <input type="checkbox"/> Complete the Remote Working Safely course and download the certificate. <input type="checkbox"/> Have your supervisor review and sign the form. Send the form, your course certificate and a photo of your remote workspace to your supervisor <input type="checkbox"/> Install VPN on your computer 	Employee & Supervisor	
Overview of the following (where applicable): <ul style="list-style-type: none"> • Organisation chart • Website • Faculty/Work Unit webpage (vision, mission, values, strategic goals) • SCU Strategy, Executive and Faculty Leaders Helpful quick links for new staff, some may not be required:	Employee & Supervisor	

<ul style="list-style-type: none"> • SCU Homepage • Staff directory • Staff Resources • A-Z of SCU • Travel Services • CRM • IT Service Desk • Report Incident (Riskware) • Room Bookings • My eEquals • Academic Workload Tool • Research System (IRMA) • Student System (eAcademic) • Financial Services • Concur. For Concur support, email expenses@scu.edu.au • MIS • UCMS (Unit and Course Management System) • Class Timetable • Giving • Maintenance Request (Archibus) • Marketing • Academic Calendar • Policy Library • Events • Campus maps • Multi-faith Prayer Rooms • Emergency Contacts • Archibus (SSO) • Academic Workload Tool <p>Should you require access to systems, please click here to help guide your request.</p>		
<p>HR related induction information:</p> <ul style="list-style-type: none"> • Who works in People and Culture? • HR forms, policies, procedures and guidelines • MyHR - including timesheet information • Acendre & Staffing Request (if applicable) 	Employee & Supervisor	



<ul style="list-style-type: none"> • Learning and Development 		
Fill out the Application for inclusion on the Higher Degrees Research (HDR) Register of Supervisors to become a HDR Supervisor and return to hdrexamination@scu.edu.au . (If applicable).	Employee (Academic staff only)	
Ensure that your research activity recorded in IRMA	Employee (Academic staff only)	
ORCID and Scopus must be linked for Faculty reporting to SciVal. For assistance, contact librarian.foe@scu.edu.au .	Employee (Academic staff only)	
Download SPSS and NVivo . (If applicable).	Employee (Academic staff only)	

First month

Induction Task	Person Responsible	Date of Completion
Schedule probation meetings and check-ins	Supervisor	
Check in with an informal conversation to see how your new starter is doing. This check-in is focused on staying connected and offering support.		
Key Milestones: <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Induction Training <input type="checkbox"/> Introduction to team & Induction Partner/Buddy <input type="checkbox"/> PD Review <input type="checkbox"/> Equipment received <input type="checkbox"/> Systems Access <input type="checkbox"/> Key Policies/Procedures Discussed <input type="checkbox"/> Understands Purpose and Values 	Supervisor	
What's working well?		
What could we do differently?		



What haven't we covered yet?

What support/resources do you need to assist you?

Third month

Induction Task	Person Responsible	Date of Completion
Check in to see how your new starter is doing. This conversation is an explicit check in to ensure you're aligned on goals, expectations and next steps, maintaining clarity and focus across the team at a more in-depth level than the 1 month check in conversation.		
Key Milestones: <input type="checkbox"/> Structured training overview provided <input type="checkbox"/> Website overview <input type="checkbox"/> Applicable Processes/Procedures overview <input type="checkbox"/> Scout Corporate Induction completed <input type="checkbox"/> Work unit induction modules completed (or N/A) <input type="checkbox"/> Expectations of performance discussed with Supervisor	Supervisor	
Key tasks/projects contributed to:		
Initial performance/development goals:		
Policy compliance – observations/questions?		
What outcomes should we be focusing on?		
What additional training or support do you need?		



Sixth month

Induction Task	Person Responsible	Date of Completion
Designed to be complimentary to a probation review where the new starter is a professional employee (with a 6 month probationary period)		
Key Milestones: <input type="checkbox"/> Training on track with expectations <input type="checkbox"/> Alignment with work unit/Faculty goals	Supervisor	
Key tasks/projects/outcomes/achievements:		
What are you enjoying most about your role?		
Developmental training/skill goals: <i>(ie Resilience First Aid, Career Catalyst, LinkedIn Learning)</i>		
What are the challenges?		
Do you have any feedback for me?		
Onboarding Sign off	Persons Responsible	Date of Completion
	Supervisor	
	Employee	