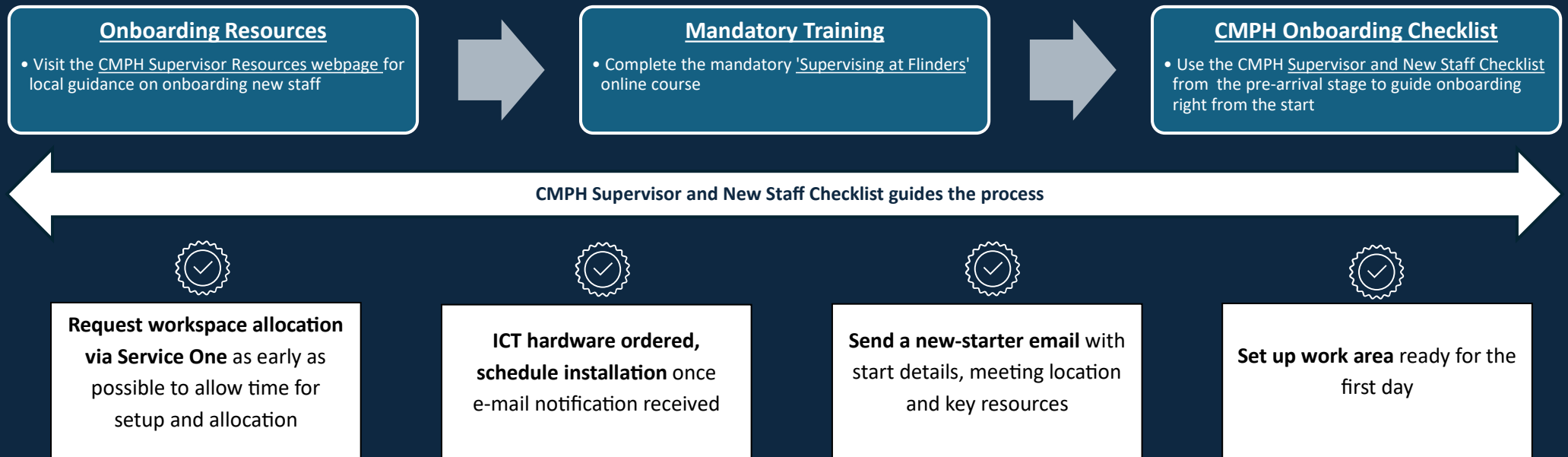


A positive new starter experience will set the tone for a successful journey. It's why there is an emphasis on the onboarding process – it's more than just paperwork and procedures, but about providing the right information at the right time and building connection and belonging.



First Day

- Welcome & workplace tour
- Introduce to team & key personnel
- Set up access: ID swipe card, building access, systems login
- Provide stationery (if required)
- Complete [Local Work Health and Safety Induction Checklist](#) and upload via Service One

First Week

- Complete mandatory inductions & training modules
- Orientation to local procedures, systems, and digital tools
- Introduce role responsibilities, expectations, and reporting lines
- Socialisation to team

First Month

- Review goals, probation expectations, and performance development
- Ongoing mentoring & support, including relevant programs
- Complete role-specific procedures & checklists
- Complete CMPH Supervisor and New Staff checklist and submit to CMPH cmph.pc@flinders.edu.au or CMPH RRH rrh.pc@flinders.edu.au as applicable