**College of Medicine and Public Health: SUPERVISOR Checklist – ONBOARDING NEW STAFF**

*(This is a guide for the activities which the Supervisor is responsible for either coordinating or undertaking for each new starter commencing in their team. Employees have an Induction Checklist to be completed which can be found* [*here*](https://staff.flinders.edu.au/content/dam/staff/pc/new-staff/induction-checklist-all-staff.pdf)*.)*

Further information that may be helpful when inducting your new staff member can be found [here](https://staff.flinders.edu.au/employee-resources/supervisor-resources/inducting-new-staff/induction-pre-employment)

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| **Employee Details** |
| **Employee Name:** |  |
| **Position:**  |  | **FAN:**  |  |
| **Supervisor Name:** |  | **Start Date:** | Click or tap to enter a date. |

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| **Supervisor Checklist** |
| **Responsibility** | **Complete** | **Task** |
| **Delegate** | [ ]  | **Arrange appropriate hardware and access**Once an offer has been accepted – arrange the below:* [Hardware / Equipment](#_Process_for_ordering) (As per Resource Committee requirements)
* IT Equipment – Mobile Phone
* IT Equipment – Laptop / iPad
* IT Equipment – Monitors
* IT Equipment – Desk phone
* Desk and Chair
* [System access as appropriate:](#_PROCESS_FOR_SYSTEM)
* Email
* Share drive(s)
* Okta Dashboard (Service One, Workday, FLO, vPermit, NuTrip, OneDrive etc.)
* Teams sites
* Basware (if required)
* Added to relevant Distribution Lists
* Facilities
* Access pass as required
* One off vPermit for day one if required.
* Rural and Remote Health
* Ochre Card (NT Working with Children Check)
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| **Delegate** | [ ]  | **Develop induction schedule**Create a plan of meetings, site visits / tours, and mandatory training for the new starter.* Schedule introductory meetings with key stakeholders and create calendar appointments.
* Schedule a campus tour / walk around
* Schedule relevant site visits to alternate campuses
* Organise a buddy who can assist with questions and support in the first few weeks.
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| **Supervisor** | [ ]  | **Send welcome emails*** Communicate the below details to the immediate team:
* New starters name, start date, seating arrangements, role title, summary of the role, their experience.
* Send a welcome email to the new starter confirming the details for their first day.
* Email any relevant links, team sites or other electronic information ahead of them starting.
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| **Supervisor (Delegate to prepare items)** | [ ]  | **Day 1 –** **CMPH (College of Medicine and Public Health) Welcome Pack**Greet the new employee at the arranged start time. After taking them to their allocated workspace provide the following items and links;* CMPH Lanyard
* CMPH / Flinders mug
* CMPH Strategy (printed copy)
* College contacts list (printed copy)
* Team details information pages.

Rural and Remote Health* Provide RRHSA and NT contact List
* Arrange an access card as per RRH process.
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| **Supervisor** | [ ]  | **Day 1 –Essential information** Provide the new employee with essential information* Provide the [*Induction Checklist – All Staff*](https://staff.flinders.edu.au/content/dam/staff/pc/new-staff/induction-checklist-all-staff.pdf) to the new employee and inform them of their responsibility to complete the tasks outlined in the checklist.
* Direct the new staff member to [Flinders Connect](https://www.flinders.edu.au/flindersconnect) to arrange a Staff Card.
* Bedford Park staff are to be advised of car parking options (casual, vPermit and Cello)
* Direct them to the CMPH webpage for handy information
* Introductions to the immediate team members.
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| **Supervisor** | [ ]  | **Day 1 – Work Health and Safety**Ensure the new employee has a sound understanding of the WHS processes at the relevant site.* Show location of emergency exits, emergency posters, fire hose reels/hydrants and assembly points.
* Advise of the Fire Wardens for the building – Chief Warden list.
* Advise name and location of First Aiders.
* Advise name of Health & Safety Representative (HSR).

**Job Specific Work Health and Safety (if applicable)*** If applicable, complete local HSW induction to identify risks, hazards, Personal Protective Equipment, training, certifications etc. and send completed form to P&C to file on staff member's file.
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| **Supervisor** | [ ]  | **Month 1 – Mentoring Programs**During the first month, the supervisor should make their new staff member aware of any relevant mentoring programs and identify the two-way nature of mentoring programs as both a mentor and a mentee. |

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| **Supervisor** | [ ]  | **Week 1 – Position and expectations*** Discuss the role, detailing:
* Key deliverables and associated timelines or dates
* Key stakeholders
* Measures of success
* Workload plan for academic staff
* Personal expectations (Working hours, location, timesheet etc.)
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| **Supervisor or delegate** | [ ]  | **Week 1- Office Procedures and Resources*** Provide contact details for the work group.
* Explain the process for shared email and calendars.
* Explain mail receipt and distribution.
* College Operations Manual.
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| **Supervisor and Delegate** | [ ]  | **Week 1 - Introductions (Identify relevant stakeholders – suggestions listed below)*** People and Culture Business Partner
* Finance Business Partner
* Education
* Research / FHMRI (Flinders Health & Medical Research Institute)
* Rural and Remote
* Student Administration Services (SAS)
* College Operations
* Marketing & Communications
* Property, Facilities and Development (PFD)
* Technical Services
* Information and Digital Services (IDS)
* eLearning
* Work Integrated Learning (WIL)
* International Team
* Clinician Support.
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| **Delegate** | [ ]  | **Week 1 - Enable a successful transition into the Flinders University IDS environment*** Guide the staff member to the [Flinders University homepage](https://www.flinders.edu.au/) and demonstrate useful links to web-based University information and services.
* Demonstrate how to access the [CMPH website](https://staff.flinders.edu.au/colleges-and-services/cmph) and online services including where and how to save their files.
* Identify computer training needs of the new staff member and register for Staff Development courses.
* Explain [remote IT access](http://www.flinders.edu.au/its/audio-visual-services/supported-lecture-theatres.cfm) and support for staff.
* Arrange training for software programs as required.
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**CMPH – Onboarding and Induction Flow Chart**

# Process for ordering computer:

This step should be completed once the offer has been accepted to ensure new staff have appropriate hardware upon commencement.

1. **Resource Committee**

Identify the hardware requirements (see standard configuration and optional extras below). Prepare and submit a Resource Committee form to cmph.operations@flinders.edu.au detailing the hardware requirements. No purchases are to be made until the Resource Committee have considered the request.

1. **Computer Purchasing If** approved by the Resource Committee a request will be submitted to Computer Purchasing as per the Resource Committee approval.The contact will be notified once the computer has arrived.

***Standard Configuration***

* Intel Core i5-10310U Processor (4 Core, 1.7GHz, 6M cache) 14.0" FHD (1920x1080) Anti-Glare LCD with Camera and Microphone Integrated Intel UHD 620 Graphics, Thunderbolt 16GB (1x16GB) DDR4 Memory 512GB Class 40 Solid State Drive 4-cell (68Whr) Express Charge battery Intel Dual Band Wireless-AX201 Wi-Fi Bluetooth 5.1 Ports (HDMI, USB3.2, USB-C, RJ45) 3 Year NBD Onsite Service Weight from 1.48kg Windows 10

***Optional Extras***

* Upgrade to 1TB SSD Hard Drive [ will add $155.00]
* Dell Thunderbolt Dock (note: docks purchased with Dell laptops pre-May 2017, are not compatible with this generation of new Dell laptops) [ will add $280.00]
* Upgrade to i7-10610U processor [ will add $225.00]
* External Monitor - Dell P2319H 23"(note: new monitors are required with the Thunderbolt dock) [ will add $213.00]
* Second External Monitor - Dell P2319H 23" (requires dock to run dual monitors) [ will add $213.00]
* USB Keyboard and Mouse [ will add $41.00]
* Business Laptop Carry Briefcase (suit 14" Screen) [ will add $42.00]

Further information regarding computer purchasing can be found on ServiceOne.

# PROCESS FOR SYSTEM ACCESS

System access can be arranged through ServiceOne using the following file path:

<https://flindersuni.service-now.com/csp>

*ServiceOne>All Catalogs> Technology Services > Request Something > Support > New Staff member – IT Setup.*

Provide as much information as possible to ensure the new staff member has the appropriate access provided from day one.