

CBE On-Boarding New Starter Check List

Employee Name:U:.....

Work Unit.....Position:.....

The following is a printable checklist that provides supervisors and new staff with the information needed to introduce the new member to their role in the **ANU College of Business and Economics**. The checklist should be completed by the supervisor in consultation with the new staff member with a copy placed on the staff member's file (*Your supervisor may enlist the help of other key people to assist in providing all the information required*).

New staff members are encouraged to visit the CBE online [staff induction](#) page for information relating to the terms and conditions of employment.

Additional information on the ANU's orientation program please visit [ANU-welcome to new staff](#)

Pre-Commencement	
<ul style="list-style-type: none"> Confirm starting date with the new staff member and inform them when to arrive, where to park and where you will meet them Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings Set up appointments with key staff/stakeholders within your office, School and College (as relevant) and organise meetings with the Dean, College Executive or Senior Managers in the area if relevant 	<p><i>10 Days Prior to commencement</i></p>
Pay Critical	
<ul style="list-style-type: none"> Ensure pay critical forms completed & returned - employment documents (e.g. bank, tax and superannuation forms) have been completed and returned to the HR Team in order to be paid in the next available fortnightly cycle. 	<p><i>Prior to commencement or day of commencement</i></p>
On Arrival	
<ul style="list-style-type: none"> Introduce the new staff member to their colleagues and give them a tour of the workplace Discuss the responsibilities of the role, the position description, the PDR process and outline where the role fits within the immediate area, the College, and the ANU Refer to CBE Strategic Documents: https://www.cbe.anu.edu.au/about-us/about-us/internal-documents-(restricted)/ Discuss core hours of work, the probation process, work/life balance, pay days and applying for leave Explain terms and conditions of employment - probation and performance expectations. Schedule a meeting to clarify duties, set expectations, determine work objectives and discuss development PDR webpage Discuss professional and career development opportunities Direct new staff member to relevant websites and information sources for the School/College and other as relevant to their role Explain ANU Security, including UniSafe, emergency checklist, and the safety bus service Attend Security for University Identification Tag and visit the Parking Office (An email from the Facilities Officer is required for Security) 	<p><i>Day of commencement</i></p>
Probation	
<ul style="list-style-type: none"> The first probation review meeting is recommended to be conducted approximately one month after commencement. See ANU's Enterprise Agreement (clause 18). Supervisors are to schedule a meeting to provide the new staff member with a clear understanding of the PDP and work with them to clearly define objectives for the probationary period 	<p><i>1 Month</i></p>

Please send a copy to CBE Human Resources hr.cbe@anu.edu.au

