Onboarding process map

**START OF ONBOARDING**

**SCHOOL**
- Confirm starting date with new staff member
- Ask new staff member to complete Data Protection Training Test

**HR CENTRAL**
- School to follow onboarding checklist. Full onboarding instructions available on request.
- Supervisor to initiate probation plan with new staff member within 4 weeks of service.
- HR receives online acceptance of induction information.

**NEW STAFF MEMBER**
- Email advising of new staff member to follow inhouse induction.
- One-on-one inductions available on request.
- Confirm starting date with new staff member.
- Add staff member to relevant distribution/meetings lists.
- Supervisor to initiate probation plan with new staff member within 4 weeks of service.
- Deans Meet and Greet - Held twice a year.
- New staff member will be invited to attend.

**ANU Induction Program** - Held every 2 months
- Compulsory Pulse Modules to be completed within 1 week of service.

**END OF ONBOARDING**

**Supervisor** to complete end of probation plan

**Supervisor and new staff member** to start online Performance Development Review (PDR)