**Orientation Checklist for Supervisor/HR administrator**

### Procedes of Orientation:

- Sarah/ Sunny must be notified 2-3 days (early as possible) before new Students/Casuals/Visiting Staff first day so they can organise time to meet for orientation and schedule Gawaine to ‘Check in’.

- We advise supervisors to ensure office areas (including computers) are ready for use before new employee starts. If you are unsure which office will be available please check with Sarah or Gawaine.

- We suggest supervisors let all new staff know they can go through the orientation procedure via our website before their start date to familiarise themselves with the induction.

- Whenever possible, Supervisor should be available for the starting day of new staff

Sarah/ Sunny will start the Orientation procedure:

1. Permanent employee should have seen Medicine HR
2. Salary 11 form (to receive zpass) has been sent by supervisor to HR (for casuals ONLY) for znumber to be available for starting date
3. Visiting staff are not required to fill any forms other than the HS Form. This is to be completed after they have been inducted. Induction for visiting staff should be done immediately when they enter the level
4. All new employees are orientated into the building and completed all necessary steps.
5. Staff are directed to online courses that need to be completed

Supervisor takes over here:

6. Supervisor to set time to meet with new staff for job introduction (after above is completed)
7. Supervisor to ‘check in’ with new staff after 1-2 weeks– we suggest putting a reminder in your calendar
8. Gawaine to ‘check in’ with staff and discuss CPHCE
9. 3 month Performance review is required. Again, we suggest you schedule a reminder in your calendar.

### For Visiting and ILP / Masters /PHD students go directly to 4.

1. For Permanent employees
   - Staff has visited Medicine HR (Jackie) and has been inducted
   - Staff has received Zpass
     
     **Skip to 4.**

2. Casual Employees
   - Salary 11 form should be sent day before employee starts (if it has not been done do so immediately to ensure access to emails, computer etc. Sarah can help you with this)
   - New employees Zpass is available
     
     **Skip to 4.**

3. Visiting staff to CPHCE (more than 3 days)
   - Supervisor is to complete the OHS Induction form with visiting staff after they have been inducted. This can be found on the CPHCE website under new staff or on the server *(J:\All Staff\CPHCECentreManagement\Administration\AllStaff\NewStaff\Visiting)*. The
supervisor is responsible for sending this form to Sarah for their records the same day by scanning the document and emailing it to Sarah (sarahf@unsw.edu.au)

4. Induction to the CPHCE

*Introduction to building*

- New staff has been walked through the level
- Staff are familiarised with location of:
  - First Aid officer (Mark Harris, office 341)
  - Fire Warden officer (Sarah Ford and Jude Allen, office 302)
  - Floor Warden (Sarah Ford)
  - Fire Exits
  - Fire extinguishers/blankets
  - First Aid Kit
  - Kitchen
  - Toilets
  - Stationary room
- Staff has been shown evacuation procedure and meeting areas
- Staff are shown to working area/office and introduced to their surroundings, ensuring it is prepared for use (including computer, desk, filing cabinets etc.)
- Visiting and Students only; suggest they look at the ‘Working at CPHCE’ available on the website for information regarding centre procedures and general information

**Visiting staff checklist ends here.**

*Computer set-up*

- Ensure new staff are able to use the following
  - Zpass
  - Email
  - Myunsw
  - Casual staffs only; use of myunsw to submit pay claims, view pay advice etc.

*H&S*

- Direct new staff to CPHCE website > Staff page > New staff
- Guide them through the website to ensure they complete the following:
  - OHS Induction form (OHS006)
  - Employee Acknowledgement form

**NOTE:** Supervisor to check with Sarah that these forms have been completed and given to her- this may be at the end of the day or the next day to give staff time to complete them.
- Recommend they read the ‘Working at CPHCE’ available on the website and any other attachments/links that are applicable to them

5. All staff working more than 7 hours per week need to complete the following, please ensure they understand their commitment to do so within the week:
- EO online Module 1 (Managers and supervisors need to complete Module 1 & 2)
- OH&S Awareness Training
- Upon completion of the above, staff need to complete the HS006a form found on the CPHCE website. Supervisors must sign off on this form and ensure it is forwarded to Sarah Ford via email or hand in.

6. Supervisor to check in on new staff
   - Check all of the above has been address and new staff are well acquainted
   - Delegate/run through all working tasks to be completed – ensure employee has a chance to understand how to access the server.
   - Introduce new staff member to other employees here at CPHCE

7. 1-2 week follow up
   - Supervisor is responsible to ‘check in’ with employee to discuss their progress and address any issues the employee may be having

8. 2 – 3 week follow up
   - Gawaine/ Lyn/ Teng to follow up to ensure employee is ‘settling in’
   - Cover a short description of CPHCE and how the centres work together

9. 3 Month Performance Review
   - New staff member undertakes a performance review at 3 months. This is to ensure all responsibilities are being met and new staff are comfortable in their new working environment