New staff member – first day/week checklist

**At the end of Day 1, you will have:**

- [ ] Been greeted by your supervisor
- [ ] Been introduced to your work colleagues
- [ ] Had your immediate work colleagues’ roles explained in relation to your role
- [ ] Had the structure of your work unit explained
- [ ] Been issued with security key / ID badge (if necessary)
- [ ] Been issued with a user ID and password for access to the ACU Intranet and email
- [ ] Been shown the location of:
  - [ ] Work stations, [ ] staff room, [ ] toilets, [ ] emergency exits, security, [ ] canteen, [ ] first aid supplies, [ ] other key facilities/equipment needed for your work
- [ ] Had the following explained:
  - [ ] Phone system, voicemail, contacting people across ACU National
  - [ ] Computer system, login and password, emails
  - [ ] OH&S requirements
  - [ ] Starting/finishing times, breaks, notification of absences.

**At the end of Week 1, you will have:**

- [ ] Discussed with your supervisor the specific and detailed requirements of your job
- [ ] Checked Staff Connect for the dates of the Orientation Workshops you are booked to attend
- [ ] Explored the ACU Intranet for information about the following:
  - [ ] ACU including the Mission and Strategic Plan
  - [ ] Personnel Relations & Equal Opportunity Directorate information
  - [ ] Workplace Ethics
  - [ ] OHS&W
  - [ ] Your Campus Services and Facilities.
- [ ] Agreed a date for the ‘6 week Evaluation’ with your supervisor.