

## 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.