THE FUNDAMENTALS OF ONBOARDING

Workstation Setup Access to equipment & resources Ergonomic and safe setup	**Company Overview** History, Mission, Vision, Purpose, Values, services, products, processes, goals, strategy, challenges, benefits, opportunities, organisational structure, governance, behavioural expectations	**Overview of Industry & Competitors** Current climate, opportunities, challenges, point of difference
IT System Setup & Induction System access and logins Access to network File structure navigations and naming conventions Password management protocol Company templates	**Department Overview** Department structure, responsibilities, reporting lines, interactions with clients/stakeholders, goals and KPIs, regular meetings, governance, operating rhythms	**Scope Job Role, Tasks, KPIs** Overview of required duties Set performance standards and expectations Introduce KPIS and explain what 'done' looks like for their role Scope tasks/projects to start Explain how things are done around here including systems and processes
WHS Induction Review WHS policy & processes Reporting incidents or hazards Fire Safety – wardens & exits Evacuation plan First aid and safety officers Contact to notify in case of emergency Train employee on the use of any machines or equipment required for their job	**Team Roles & Responsibilities** Detailed break-down of who is responsible for what, deadlines, SMEs and connection to employee's role	**Discuss Career Path & Personal Aspirations** Discuss personal aspirations and interests and identify opportunities to link these to this role
Check-Ins / 1:1s Opportunity to answer any questions or gaps, learn about their role, interaction with employee's role, challenges, opportunities	**Compliance Training** Any job-specific or WHS training the employee must undertake and sign off on to support them working safely	**Handover with previous employee** All work in progress, show how to undertake processes, introduce to key contacts

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