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	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
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	Handover with previous employee All work in progress, show how to undertake processes, introduce to key contacts
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	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	Overview of Industry & Competitors Current climate, opportunities, challenges, point of difference	Discuss Career Path & Personal Aspirations Discuss personal aspirations and interests and identify opportunities to link these to this role

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