Onboarding Checklist for Leaders

Use this checklist to prepare for and manage the onboarding experience for New Starter within your team to set your new employee up for success and ensure a position first few days as part of your team.

Prior to the First Day	Completed
At offer stage: Contact your new starter to ensure all worker screening requirements and onboarding paperwork has been completed and returned to People Services *(delays in completing paperwork or obtaining required worker screening could lead to delay to first day)*	
At least 10 business days prior to start, ensure you order all ICT requirements for your new starter via the Shopping Cart in #TeamPossible Support Hub. This may include an access card; hardware; telephony; network access; extra email setup; or applications. For a shopping cart checklist, see this article For how to use the shopping cart, see this article.	
Contact Fleet and Finance as required (Roles with Vehicle/ Corporate Cards)	
Prepare onboarding and induction schedule relevant to role (e.g. book in training, induction, key meetings as relevant)	
A few days prior to start: Contact your new starter to confirm details for their first day (start time, where to go, who to ask for, what to wear, where to park)	
Set up their workstation (IT equipment, stationary) as relevant	
Day One	**Completed**
Introduce new starter to their new team and assign a buddy to act as their 'go-to' person for questions	
Conduct Site/Office induction (Emergency Evacuation Process and relevant safety induction)	
Take employee through New Starter Checklist via intranet - Welcome to Endeavour Foundation	
Discuss onboarding plans and initial priorities, including ensuring employee required Engage training	
Provide an overview of key systems (drive access, EF Intranet, DMS, PeopleSoft, Engage, Culture Amp, Riskman, MEX & #teampossible Support Hub (ICT & People & Wellbeing)	
Prompt to set up MFA when they first access Endeavour Foundation systems or applications (installing on mobile phone and setting up on PC). Ensure they have the Microsoft Authenticator App set up as their default MFA authentication method.	
Chat to your new staff member about Connect2Work and the benefits of BYOD. Make sure to provide the correct enrolment instructions about how to enrol their mobile device.	
If your new starter requires a corporate card, arrange a card and access to the Expense Management System by completing form QF 6730.01 sending it to **ems@endeavour.com.au**. Ensure they complete the training on Engage for Expense Management.	
Send out Welcome Email /MS Teams post to key stakeholders to Welcome your new starter.	
Collect Employee ID Card via Service Delivery Administration Team **SDpurchasing@endeavour.com.au**	
Week One	**Completed**
Explain Endeavour Foundation's Performance Partnership Program to employee: Performance Partnership Program including how Probation period works	
Explain Worker Screening/ other compliance requirements to individual employee as required (ensure they are clear on checks they will need to maintain and update in Peoplesoft as required)	
For new Leaders managing an Endeavour Foundation site, please contact your local WHSBP and arrange a WHS onboarding session with them via intranet: Organise WHS Onboarding	