College of Medicine and Public Health
Rural and Remote Health
Local Onboarding - Supervisor and New Staff Checklist

This local onboarding checklist is designed to cover all aspects of a new staff member's onboarding and provides links to important information. Supervisors should save this checklist in a shared location and work through it with the new staff member to support a smooth onboarding process.

It should be used in conjunction with the mandatory online 'new staff induction' module through the Staff Learning Portal.

The 'Getting Started' webpage which provides university-wide information and guidance to support onboarding is a useful tool for new staff members.

Supervisors have an important role in onboarding new staff. If you need more support, contact the Rural and Remote Health, Operational Support Team cmph.ruralandremote@flinders.edu.au

Employee name			
Position		**FAN**	
Supervisor		**Start date**	

Before they start (as early as possible)		
Arrange workstation		
Supervisor	☐	Ensure Space Request has been approved, and the staff member has been allocated a Workstation. Liaise with RRH Facilities Team for appropriate furniture for workstation (desk, chair, footrest, etc.). Arrange as soon as possible to allow sufficient lead time.
Arrange ICT hardware and equipment		
Supervisor	☐	For new employees commencing in an existing role, IT equipment previously assigned to the outgoing staff member should be repurposed for the incoming employee. For newly established positions requiring a new IT setup, please email rrh.it@flinders.edu.au with your equipment request. The RRH IT team will coordinate the procurement process accordingly. Arrange as soon as possible to allow sufficient lead time.
Before they start (1-2 weeks prior)		
Communication and welcome arrangements		
Supervisor	☐	If required, allocate a 'buddy' for assistance and questions (a 'buddy' is a staff member at the new starter's local campus that can assist with general questions and should not replace the supervisor's onboarding responsibilities).
Supervisor	☐	Communicate appointment to team/s – employee's name, position title, summary of the role, their experience, start date and seating arrangements.

Supervisor	☐	Communicate appointment to local campus where the new starter is located – employee's name, position title, summary of the role, start date and seating arrangements. Communicate appointment to applicable program/portfolio team - employee's name, position title, summary of the role, start date and seating arrangements.
Supervisor	☐	Book campus tour/site visits (if applicable).
Supervisor	☐	Send meeting requests (introductory meetings with key stakeholders, regular meetings, 1:1 catch ups).
Supervisor	☐	Call new staff member and send pre-start email to confirm first day details (start time, meeting location, who will meet them). Optional template available here. • *Download the New employee introduction form and send as attachment requesting they complete and send back with photo to cmph.ruralandremote@flinders.edu.au for the Teams channel new staff welcome)*
Supervisor	☐	Liaise with RRH Facilities Team to arrange campus access card/ temporary pass.
Day One		
Welcome and workplace tour		
Supervisor	☐	Meet staff member at the agreed time and location, orientate to workspace.
Supervisor	☐	Introduce to team members and other key personnel.
Supervisor	☐	Staff member to complete QR code campus induction which includes touring key facilities, building access points, emergency exits and protocols, meeting rooms, kitchen area, toilets, lunch areas, etc.
Supervisor	☐	Provide access card/temporary pass and show staff member how to access building and alarm.
Supervisor	☐	Explain options for car parking and provide campus map if required - Rural and remote locations.
Essential information and tasks		
Supervisor/staff member	☐	Arrange Flinders ID card and show staff member how to access building with key card and alarm. *For SA staff this card is used for printing and building access.* *For NT staff this card is used for printing only, separate building access card required.*
Supervisor/staff member	☐	Complete the Local Work Health and Safety Induction Checklist, explain any local area hazards. Advise process for Managing an Incident for Rural and Remote Health. Staff member upload the completed checklist via 'WHS Induction' request in Service One. *Must be completed within first week (best practice day 1).*
Getting set up		
Staff member	☐	Use the workstation checklist to ensure required standards. Advise supervisor if any adjustments required.
Staff member	☐	Complete FAN activation to access digital services (if not done)
Supervisor/staff member	☐	Familiarise new staff member with digital services: • Okta Dashboard (single sign on) • e-mail • One Drive • Service One • Workday • Canvas (if required) • Request a phone number & extension via Service One. Once allocated advise cmph.ruralandremote@flinders.edu.au for the

		number to be added to the staff phone list. Refer to Phone number and voicemail • Network, Wi-Fi (eduroam) and remote access (VPN) • Request Access to Rural and Remote Health SA & NT Teams site (if not already added as a member) • Show employee location of RRH Staff Leave Calendar in Teams site. • Access the phone list via the RRH SA & NT (MS Teams) site. • Advise where and how to save files/information. • Consider and action other access requests needed for the position, e.g. StarRez, DVE Placement System, shared mailboxes, etc. • RRH Specific Procedures and Resources
Staff member	☐	Visit the Flinders University Staff Website (bookmark for future reference).
Staff member	☐	Useful links: • Glossary of Flinders University terms and abbreviations • Glossary of RRH terms and abbreviations
Supervisor/staff member	☐	Visit webpages Flinders RRHNT and Flinders RRHSA (bookmark for future reference).
Staff member	☐	Visit the CMPH webpages for college specific information, including CMPH calendar (bookmark for future reference).
Staff member	☐	Subscribe to eNews channels for relevant updates and information: CMPH eNews - subscribe FHMRI eNews - subscribe
Staff member	☐	Access Bedford Park campus map - (if applicable)
Staff member	☐	Visit the Flinders Policy Library
Job responsibilities		
Supervisor	☐	Discuss job responsibilities: • Expectations, and ways of working • How the role contributes to the work group and university • What is planned for the first week, first month, and first year • Regular 1:1 meeting schedule • Performance expectations • Training and development needs • Workload plan (Academic staff)
Supervisor	☐	Advise of any financial and/or Workday delegations assigned to position and discuss approval process (if applicable).
Supervisor/staff member	☐	Discuss employment arrangements: • Location and working hours • Leave booking and contact person/s for notification of absence • Benefits Pay and Leave • Health & Wellbeing • Thriving at Flinders • Professional staff HEO7 and below – Flexi Timesheet • Supervisors can contact P&C for advice if required
First Week		
Staff Learning Portal - mandatory online new staff induction and workshops		
All Continuing and Fixed Term employees have a Staff Learning Portal which can be accessed through the Okta Dashboard.		
Staff member	☐	Complete the online Induction - *if the induction module is not visible within 48 hours of commencing*, please contact professional.development@flinders.edu.au.
Staff member	☐	Required learning - each person will have required learning listed in their Staff Learning Portal and must also complete the mandatory workshops for new staff relevant to their role as listed on the getting started

		webpage. New employees should complete these training needs shortly after commencing
Office procedures (as applicable)		
Supervisor/staff member	☐	Advise processes (as applicable to role) for: • Meeting arrangements and room bookings • Photocopying and printing • Mail receipt and distribution • Travel and RRH specific travel procedures • Corporate Credit Cards (if applicable) and staff reimbursements
Supervisor/staff member	☐	University vehicles • RRH travel requirements • Journey Management Plans • RRH Local Fleet Bookings – refer to local campus
Staff member	☐	Complete Driver Safety Course – to be completed prior to driving fleet vehicle. Provide completion date and drivers licence details to local site facilities team member for recording.
For Managers or Supervisors with direct management responsibility only		
Supervisor	☐	Provide access to current performance reviews and relevant staff information (with consent as required, e.g. medical, performance, or leave matters).
For staff delivering education		
Supervisor	☐	Orientation to Learning and teaching support webpages.
Staff member	☐	Review Academic integrity webpage.
Staff member	☐	University timetable webpage.
For staff undertaking research		
Staff member	☐	Enrol in Research FastStart.
Supervisor/staff member	☐	Orientation on Research Services and Support (bookmark for future reference).
Supervisor/staff member	☐	Visit FHMRI website (bookmark for future reference).
Supervisor/staff member	☐	Orientation to RDS-FHMRI SharePoint for CMPH & FHMRI Research Development and Support Services (navigate to 'getting started' page and bookmark for future reference).
Staff member	☐	Access Research Link platform and e-bulletin for the most up-to-date information about new research opportunities.
Staff member	☐	Create Flinders ResearchNow profile.
Staff member	☐	Aboriginal and Torres Strait Islander research staff and students can contact/join the First Nations Researchers Collective.
Supervisor	☐	Refer staff to CMPH RDS team at cmph.research@flinders.edu.au for research support.
First Month		
Probation		
Supervisor	☐	Discuss probation period, set expectations and regular meetings.
Supervisor	☐	Further information and resources about probation can be found on the CMPH supervisor resources webpage. Please contact your People and Culture Business Partner at rrh.pc@flinders.edu.au as early as possible for support relating to probation.
Mentoring, Support and Inclusion		
Supervisor	☐	Advise staff member about: • Flinders Professional Mentoring Program • Indigenous Workforce Strategy
First 3 months		
Performance Review and Development		

Supervisor	☐	Set up date and time for PRD discussion and use Performance Development tools as relevant.
Training and Development Opportunities		
Supervisor/staff member	☐	Orientate staff member to ongoing professional development opportunities.
WHS mandatory training needs and analysis plan		
Supervisor/staff member	☐	Complete training needs analysis (use the training needs and analysis plan template - scroll down to quick links and download it) to determine WHS&IM training requirements. Supervisor to save locally.
Completion of process		
Supervisor	☐	All checklist items complete.
Supervisor	☐	Ensure all items on the University new staff induction checklist are complete (covered by this local checklist).
Supervisor	☐	Send copy of this completed checklist to rrh.pc@flinders.edu.au.
If you notice any missing information, broken links, or have feedback on the CMPH RRH onboarding process, please let us know via cmph.ruralandremote@flinders.edu.au.		