CASS HR On boarding process map

START OF ON BOARDING

CASS HR
- HR receives acceptance, sends confirmation of acceptance, provides staff handbook, and asks for outstanding documents
  - HR sends email on boarding email to inform of new starter
  - HR to email supervisor important actions required, and links to on boarding plan template and supervisor checklist
  - School administrator completes school based orientation, tour of work area, facilities, evacuation meeting point, various local paperwork, along with supervisor reviewing the on boarding plan. (day 1 or 2)
  - HR send induction invite email (day 1)
  - CASS HR Induction and send follow up email with handy links

AOU
- AOU to follow CASS new starter administrative checklist
  - Academics to meet with Dean at the end of their first couple of months

Dean's Office
- ANU orientation program (run ever 2 months)
  - Attend Student Education Office introductory training modules within first 6 months (or as modules are run)

Central HR
- Supervisor to complete end of probation plan catch up at end of probationary period or as applicable
- Supervisor to work with staff member to start Performance Development Review (PDR)

Student Education Office
- Supervisors to meet with Dean at the end of their first couple of months

END OF ON BOARDING