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**Orientation Checklist - Part A**

The Barwon Health Orientation Checklist is presented in two parts.

1. Part A is for the manager to complete prior to the new employee’s commencement day.
2. Part B is designed to ensure all new employees are provided with essential information about working at Barwon Health. It should be jointly completed between the manager and the employee within the first two weeks of commencement. We want new employees to feel supported and equipped to meet the challenges of starting a new job. The checklist is also designed to ensure all new employees:

* Are provided with an onboarding plan tailored to the needs of their role
* Are encouraged to attend the Barwon Health orientation session
* Understand the requirement to completed all Mandatory Training – Level One and role specific Mandatory Training – Level Two within the first four weeks of their employment and know how to access the training in GROW
* Are aware of all employee benefits and engagement programs
* Know where to find important information relevant to their role including policies and procedures
* Know how to access all Barwon Health communications

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| --- | --- | --- | --- |
| **Employee name:** |  | | |
| **Position title:** |  | | |
| **Work unit / Cost Centre:** |  | | |
| **Manager:** |  | | |
| **Start Date:** |  | **Orientation Completion Date:** |  |

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| **Prior to commencement (completed by the Manager)** | **✓** | **N/A** |
| Submit “New User” Request form for IT Access via EAS/Mercury System or directly via the IT Helpdesk.  [Application for new user form](https://onepoint.barwonhealth.org.au/corporate/Information%20Services/Documents/Application%20for%20New%20User%20Online.aspx)  Ensure you have requested applicable access to:   * Barwon Health Network / internet * Email * Clinical systems relevant to role (position and location required) * Printer/s * File directory and folders * Added to any relevant email distribution lists |  |  |
| Contact employee and confirm:   * Start date and time (including directions and meeting place) * Transport and parking options * New starter forms have been returned to People & Culture * Security access pass/name badge received |  |  |
| Set up work area and allocate locker, pigeon hole etc. |  |  |
| Advise team of new employee’s arrival date and role |  |  |
| Assign an onboarding ‘buddy’ to support the employee through the onboarding process (if required) |  |  |
| Develop an onboarding plan & calendar of activities (plan template is available [here](file:///K:\Human_Resources\TGH_HR\WORKFORCE%20AND%20CULTURE\Talent%20Acquisition\Onboarding\Onboarding%20Review\Onboarding%20Review%202020\Onboarding%20Plan%20Template.xlsx) if there is no dedicated onboarding plan for this role) |  |  |
| Discuss the role and role expectations of the new employee with the assigned buddy. Ensure the buddy understands their role in providing support, information and regular feedback on employee’s progress during first three months (if required) |  |  |
| Schedule regular catch ups with the employee in your calendar for first 12 weeks and then ongoing, as required |  |  |