ONBOARDING

QHEPS LINK: https://qheps.health.qld.gov.au/metronorth/hr/onboarding

Onboarding helps ensure new employees, contractors and volunteers receive the best start possible. The following checklist and process helps line managers and supervisors provide new employees with the information and support they need in their first 90 days.

Checklist » Onboarding checklist (DOC, 480KB)

Step-by-step guide for line managers and supervisors to support them through the onboarding process.

Onboarding process

Recruitment  Ensure you have completed the full recruitment process and the role description (DOC, 520KB) is up to date

Pre-commencement

• Confirm that the letter of offer has been received and relevant checks have been undertaken
• Book into orientation
• Organise building access and ID
• Organise workstation and access to business systems
• Organise any uniforms or PPE required
• Contact new employee to confirm start date, time and location

Within the first 2 days

• Introduce the new team member to the team
• Familiarise the team member with the workplace including bathrooms, kitchens and building access
• Organise a meeting with the manager and team member to discuss:
  • Roles and responsibilities - provide a current role description
  • Conduct expectations
  • Work hours, dress standards, rosters and timesheets
  • Payroll enquiries, including leave forms and pay cycles
  • Meeting and reporting schedules
  • Probation periods
  • Delegations
  • Employee assistance programs
• Provide ID and appropriate building access
• Conduct general evacuation instruction training and record completion

Within the first 30 days

• Attend orientation
• Make sure all mandatory and requisite training has been completed and recorded
• Provide access and explain relevant policies and procedures
• Organise training for relevant business systems
• Establish a performance and development plan
• Establish a regular meeting schedule

Within the first 90 days

• Review performance within probation period & maintain regular meeting schedule with team member