### ON-BOARDING TIMELINE
#### Continuing Employment / 2 Year Fixed Term

**BEFORE START DATE**
- E-mail to reach out
- Inform team
- Arrange introductions
- Prepare workstation
- Appoint and brief Buddy
- Draft Individual On-Boarding and Induction Plan
- Online info guide sent
- Online New Staff Introduction Videos and online modules
  (including Sign-On)

**DAY 1**
- Great and outline plan for day
- 1st day checklist
- Introduce to Buddy and Colleagues
- Workplace tour
- Explain essential office spaces and systems
- Health and Safety Intro
- Set into workplace
- Visit to see how setting
- Online New Staff introduction Videos and online modules
  (including Sign-On if not done)
- Meet and greet

**WEEK 1**
- Discuss job in detail and how it fits into bigger picture
- Show location of essential policy
  info on the web
- Discuss Individual On-Boarding
  Induction Plan and amend if required
- Agree and schedule regular
  Check-ins
- Maintain regular contact as
  required, e.g. daily
- Encourage progress and be alert
  to any problems
- Get familiar with essential policies
  and web info
- Workspace tour, e.g. food outlets
- Make available for questions / guidance

**FIRST MONTH**
- New Staff Introduction Session
  incl. Campus Walk + Lunch at
  Halls of Residence
- Regular check-ins
- Provide guidance and support
- Agree to provide mentoring or
  arrange a mentor (if required)
- Monitor Buddy process
- Start to perform work duties and
  request guidance as required
- Direct towards University
  Community info
- Check-in and have chats
- HR Check-in

**FIRST 4 MONTHS**
- PGS Goal Setting Conversation
  incl. Professional Development
  Plan (PDP)
- New Academic Staff introduction
  (Academics staff)
- Enrol in and complete individualised training as required
- Regular check-ins
- Provide guidance and support
- Coaching
- Enrol in and complete individualised training as required
- Kanohi-Ni-Te-Kanohi
- Tauranga Cultural Narrative
- Discuss progress and amend
  developmental plan if required
- Check-in and have chats
- HR Check-in

**FIRST 6 MONTHS**
- Perform work duties and request
  guidance as required
- Regular check-ins
- Provide guidance and support
- Coaching
- Perform work duties and request
  guidance as required
- Check-in and have chats

**FIRST 12 MONTHS**
- Perform work duties and request
  guidance as required
- Regular check-ins
- Coaching
- Waikato Staff Experience Morning

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On-Boarding information and resources:
- [https://www.waikato.ac.nz/odw/](https://www.waikato.ac.nz/odw/)
- [onboarding-and-induction](https://www.waikato.ac.nz/odw/)
- Programmes and Resources available for Individual On-Boarding Programme and training as required:
  - CeTTL Workshops, Training and Support: [https://www.waikato.ac.nz/teaching-and-learning/teaching-development/](https://www.waikato.ac.nz/teaching-and-learning/teaching-development/)
  - Library Info and Workshops: [https://www.waikato.ac.nz/library/](https://www.waikato.ac.nz/library/)
  - Research and Enterprise Information: [https://www.waikato.ac.nz/research-enterprise/](https://www.waikato.ac.nz/research-enterprise/)
  - Research Development Programme currently under development
  - Development Programmes: [https://www.waikato.ac.nz/odw/staff-professional-development/](https://www.waikato.ac.nz/odw/staff-professional-development/)