**Orientation Guide for New Starters**

The purpose of this resource is to provide new employees starting at the Institute with a ready reference to key information to assist in getting settled into their new role.

During any probationary/settling in period the new starter will progressively work through the items contained in the Orientation Topics and initial when an item is ‘completed’. Once all topics have been completed and initialled, a signed hard copy is returned to the Line Manager and Human Resources (CINSW-HR@health.nsw.gov.au) for inclusion in the new starters file.

| **Orientation Topic** | **Actions** | **Completed** |
| --- | --- | --- |
| Corporate Induction | You should have completed a number of online forms required to add the new starter to payroll (payroll staff) as part of the onboarding process in the Recruitment and Onboarding (ROB) system. In addition, the new starter must complete the following documents (documents should be emailed to HR for inclusion in staff members personnel file):* Information Privacy & Confidentiality Agreement and Conflict of Interest Statement (Word Template)
* Onboarding of New Starters Checklist (Word Template)

**Mandatory Training** - My Health Learning is the NSW Health eLearning system that provides high quality, self-managed online learning for all NSW Health staff.  Access My Health Learning [FAQs](http://nucleus/HR/Documents/MyHealthLearning%20FAQs.docx.pdf). Access to [My Health Learning](http://www.healthshare.nsw.gov.au/staff-resources).HPRM folders have been created for Division specific induction information:

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| --- | --- |
| CSI- EFF/15/4945 | SRI - EFF/15/05829 |
| CSP - EFF/15/05827 | IM&T - EFF/15/05505 |
| EO - EFF/15/05828 | Institute Wide - EFF/15/05830 |

 | [ ] Initials |
| CORE + 4 values | The Cancer Institute NSW promotes a CORE + 4 set of values. These values are the foundation of our organisational culture and underpin all aspects of our work at the Institute. Please take the time to familiarise yourself with the [CORE+4 Values](http://nucleus/HR/CultureLeadership/Pages/CORE%2B4%20Values.aspx) page with the CORE+4 Behaviours and Value Personas. We would also encourage you to have a look at our [CORE+4 Crucial Conversations](http://nucleus/HR/CultureLeadership/Pages/Crucial-Conversations.aspx) for some practical guidance on embedding our values. | [ ] Initials |
| Document Templates | A range of Institute templates including briefs, contracts, minutes and agendas are saved within Microsoft Word & Excel: *“File/New/CUSTOM/Office Templates”.* | [ ] Initials |
| Email Auto Signature | You will need to set up your email signature upon commencement. The email signature which includes the Cancer Institute NSW logos can be found in Section 3.7.1 of the [Brand Guidelines](file:///H%3A%5CCommon%5CHPRM%20Links%5CCorporate%20Services%5CCancer%20Institute%20NSW%20Brand%20Style%20Guide%20July%2022.tr5) issued by Strategic Communications and Public Affairs and also [here](http://nucleus/Communications/Blog/Documents/Email%20signature.docx).Instructions on how to set up your email signature can be found [here](http://nucleus/Communications/toolbox/wiki/SitePages/Email%20Signatures.aspx). | [ ] Initials |
| Finance | **iProcurement and Travel Training:** If applicable to your role, contact Finance to organise training on iProcurement (procurement system), and the travel procedure. Check with your line manager whether this is relevant to you. | [ ] Initials |
| Governance | Please read and sign the [NSW Health Conflict of Interest and Gifts and Benefits Policy](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_045.pdf)*The Policy does not have a signature page, however you are required to sign and date the last page of the Policy. Please email this to* *cinsw-hr@health.nsw.gov.au* | [ ] Initials |
| HPRM | HPRM is the records management system that the Institute uses.* HPRM overview available [here](http://nucleus/IT/Pages/RecordsManagement.aspx)
* FAQ sheets available [here](http://nucleus/IT/Resources/How%20To/Forms/AllItems.aspx)

You will receive a meeting invite for HPRM training during your first three months. | [ ] Initials |
| Work Health & Safety | The Line Manager or a team member will show you the emergency exits (Day 1). For any security related issues, refer to Ground Floor Reception. To view the Workplace Health & Safety information, click [here](http://nucleus/HR/ohs/Pages/default.aspx).**Shower Facilities:** Shower facilities are located at the end of trip facilities at 1RR. For more details refer to the [1RR Portal](https://nswhealth.sharepoint.com/sites/NSWH-1RR). **First Aid Room/Sick Bay (Level 6):**This is located on level 6 1RR. First aid kits are available on all floors. Refer to [1RR Portal](https://nswhealth.sharepoint.com/sites/NSWH-1RR/SitePages/work-health-safety.aspx) for more information. | [ ] Initials |
| Human Resources  | Human Resources (HR) can be contacted at CINSW-HR@health.nsw.gov.au.[Stafflink Portal Link](http://intranet.hss.health.nsw.gov.au/payroll/service_centre_westmead/cinsw-employees):For information regarding leave entitlements and accruals, refer [Leave Matters Policy](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022_006.pdf)  | [ ] Initials |
| IT Access Meeting Rooms and Collaboration spaces | You can use your Institute issued laptop in any of the [Meeting Rooms and Collaboration](https://nswhealth.sharepoint.com/sites/NSWH-1RR/SitePages/building-map.aspx) spaces at 1RR. | [ ] Initials |
| IT Support | The system for logging IT support is via the [1RR Portal/IT Hub](https://nswhealth.sharepoint.com/sites/NSWH-1RR/SitePages/connect-it-hub-tech-support.aspx). Your Line Manager will be able to show you how to log an IT request via SARA.  | [ ] Initials |
| Mandatory Training | My Health Learning is the NSW Health eLearning system that provides high quality, self-managed online learning for all NSW Health staff.  Access My Health Learning [FAQs](http://nucleus/HR/Documents/MyHealthLearning%20FAQs.docx.pdf). Access to [My Health Learning](http://www.healthshare.nsw.gov.au/staff-resources). | [ ] Initials |
| Performance & Development Planning (PDP) | Performance and Development is a way to ensure we are each successfully delivering the goals of the Cancer Plan and organisational priorities. Each year we review our performance and take stock of the outcomes we have achieved, celebrate the successes as well as consider where we would like to develop new capabilities.* You will need to set objectives specifically related to your role in consultation with your line manager within the first month of commencement.
* Your performance will be reviewed on an ongoing basis by your manager and if satisfactory they will confirm successful completion of your probationary period.

Further information regarding PDP process and user guide available on [Nucleus](http://nucleus/HR/Pages/Performance-Management.aspx). | [ ] Initials |
| Phone & Voicemail setup | To set up and use the soft phone and access voicemail, refer to the Soft Phone User Guide on the [1RR Portal](https://nswhealth.sharepoint.com/sites/NSWH-1RR/SitePages/soft-phone-basics.aspx).  | [ ] Initials |
| Procurement & Contract Management | Information regarding Procurement/Contract Management training will be communicated when this becomes available. If procurement is relevant to your role, read The Procurement Handbook (E18/09202). | [ ] Initials |
| Project Management | Information regarding project management at Institute and related procedures and templates are available at under the [Projects and Contracts](http://nucleus/lab/Pages/default.aspx) tab in Nucleus. UniPhi is our Project, Program and Portfolio Management solution. | [ ] Initials |
| Printing, Scanning & Copying | You are encouraged to limit printing and use electronic documents wherever possible. When you do need to print you will be prompted to choose either a mono (black and white) or colour printer from the application you are working in. Your document will not print automatically, but remain in a personalised print queue. When you go to collect your printing you will need to swipe your access card on the scanner attached to the printer. Refer [1RR Portal](https://nswhealth.sharepoint.com/sites/NSWH-1RR/SitePages/Printing-%26-Papercut.aspx) for more information.  | [ ] Initials |
| Room Bookings | There are a number of Meeting Rooms at 1RR. For more information refer to the [1RR Portal](https://nswhealth.sharepoint.com/sites/NSWH-1RR/SitePages/1rr-services.aspx).  | [ ] Initials |
| Stationery (Utility) Rooms | There are three utility rooms located on each floor (Levels 2-9) and each contains a variety of stationery items. | [ ] Initials |

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| **Employee’s Name:** Click here to enter text. | **Stafflink Number:** Click here to enter text. |
| **Line Manager’s Name:** Click here to enter text. | **Date:** Click here to enter a date. |

**Saving document:**

*Employees* – Scan and email form to HR (CINSW-HR@health.nsw.gov.au)

*Contractors/Contingent Workers* – Scan and save into the Contract Container in HPRM