

Employee Induction Pack:

# Your First Day

Welcome to the Grounded team!

**grounded.**

building tomorrow, together

## Happy First Day and Welcome to the Team!

### By now you would have:

- Walked around the office/site to meet team
- Been shown the safety exits and first aid information
- Located the toilets, kitchen, stationary, printer and sign in app
- Been informed about lunchtimes/smoko
- Logged onto and found your laptop and password information located on your desk ready for you
- Read through your information page, including who your key personnel are - located on your desk

Please take some time to settle in and confirm your passwords are working, VPN is connected as well as checking your Enable HR information is fully up to date. If any of these are not working please let reception know.

If you have any outstanding requests by mobilisation, please complete these items now.



## Your Onboarding Schedule

### Day One - After you have got yourself acquainted with the team and the office:

- » HR or your relevant line manager will spend some time with you to go over necessary company information, including the systems you will be using and where to find relevant information. This will also be your opportunity to ask any questions you may have.
- » You will also find a calendar invite for yourself and your Line Manager to sit together and discuss your role, your team, and any necessary project information you may need.
- » If you have not already, please make sure you complete the **Grounded Induction**.
- » Our mobilisation team may also need to set some time aside to go through any mobilisation tasks or questions you or they have.