Launch plan for Day 1

*Minimise the stress and prepare for a smooth Day 1 on planet CSIRO*

Welcome to team CSIRO we’re excited to meet you!

**How to use this launch plan:** Talk to your leader or buddy about your first day to help you complete the fields below and answer any questions you have.

Everyone’s onboarding experience is unique and some things may not happen on day 1 as planned. We’re here to support you so please discuss with your leader or buddy as needed.

**Organise day 1 at CSIRO…**

* Date and time
* Name of person(s) you are meeting
* Address of the site you are travelling to (all offices, building, labs are called ‘sites’)
* Identify how you will commute to site
* Check parking availability if required
* What is the dress code? Date and time
* Name of person(s) you are meeting
* Address of the site you are travelling to (all offices, building, labs are called ‘sites’)
* Identify how you will commute to site
* Check parking availability if required
* What is the dress code?

**What happens on day 1 at CSIRO…**

* Get your photo taken to create your ID pass
* Complete HSE induction eLearning module
* Setup your laptop and logins
* Familiarise yourself with your site

**Other questions to ask:**

1. Is there a canteen on site or do I need to bring a packed lunch?
2. Do I need to bring my own coffee/tea/hot chocolate/mug?
3. What else do I need to know?

**My goal for day 1:**



*Example- make a good impression, have an open mind*

**Items I will bring:**

*Example- water bottle and ear buds*

**I will reflect and reward myself at the end of week 1:**

*Example- I will order Thai and watch my favourite movie*