The CSIRO Pre-boarding Space Map

Who is this for?

This document reflects the space map that new starters can access prior to their first day with CSIRO.

On commencing with CSIRO, new starters will have full access to the information and resources contained withing the space map. It contains useful information, links and resources to help you prepare for your first steps on planet CSIRO.

This document can be used as a companion resource to the space map, or as a stand-alone document.

Please note that at times, this document will link to external resources.

How to use this document

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The three phases of the onboarding process

During your first 30, 60 and 90 days, you will explore a range of information and be encouraged to complete several activities to help you orient yourself to CSIRO. Note that these activities are intended for when you have commenced.

**Phase 1: Lift-off**

**Your first thirty days**

An important goal for your **first 30 days** is to learn as much as possible about your new role. This includes learning about CSIRO’s strategy & values, understanding your leader's expectations and making connections with colleagues.

Actions to complete in your first 30 days include:

* Download a copy of the New Starter Guide in the [Onboarding Toolkit here](https://csiroau.sharepoint.com/sites/90dayclub). Review the contents and diarise in time to complete your 30 day plan template. This will help you identify key milestones to reach in your first 30 days.
* Take mental breaks to help you manage the steep learning curve you're on right now. Step away from your screen or your lab when you need. Schedule recurring brain breaks into your calendar to stretch your legs and breathe in some fresh air.

**Phase 2: Explore**

**Thirty to sixty days**

The goal for your 30-60 day period depends on your role, your leader and your special skills. Often the goal is to use your skills to achieve a quick win. This demonstrates your value to the team (and to yourself) and helps you hit the ground running.

Actions to complete in phase 2 for your 30-60 days include:

* Build your internal network across CSIRO and connect with people who work in different teams and business units. You never know when you will be able to help each other.
* Draft your 60 day plan using the template in your downloaded copy of the New Starter Guide. Review the suggested actions and customise them to meet your needs. This will help you stay focused and keep an eye on your goals.
* Have a meeting outside with your leader to discuss your 60 day plan draft. Ask what tasks they think you could add or remove from your plan. And while connecting either virtually or face to face, enjoy the fresh air.

**Phase 3: Deep Space**

**Sixty to ninety days**

A valuable goal for your 60-90 day time period involves taking the lead on a project or resolving a challenge. This helps you work towards creating an impact which is an important focus for innovation excellence at CSIRO.

Actions to complete in phase 3 for your 60-90 days include:

* Catch up with your leader and seek feedback on your progress. Ask for support where you need it and ask questions to clarify anything you don't understand.
* Draft your 90 day plan using the template in your New Starter Guide and swap ideas with your new starter peers on the 90 Day Club. Consider what your priority tasks and activities are for this third month?
* Collaborate and get social online and offline by joining different groups. Ask your colleagues and new starter peers what communities they belong to and experiment to see what works for you.

The Day One Launch Sheet

This launch sheet is intended to help you prepare for your first day in planet CSIRO. Use this sheet to put together a plan by gathering information from your CSIRO correspondence to date.

You can access this sheet here: <https://csiroau.sharepoint.com/:f:/r/sites/CSIROOnboarding/Shared%20Documents/General/Comms?csf=1&web=1&e=5P2rcB>

What is involved in the orientation program?

Your orientation program consists of a series of sessions and activities that will help smooth your transition into CSIRO. This program will provide you with foundational knowledge and social connections to support you in your new role. The full list of events available is below. In the first week of your new role, you will be sent Outlook calendar invitations with specific dates and times for the events relevant to you.

Some of the topics include:

* + Welcome session
  + Navigating probation, Annual Performance Agreement (APA) and other milestones
  + Health, Safety and Environment (HSE) Meet and Greet
  + Orientation for leaders with direct reports
  + Impact – Not just your H-index
  + Scientific Computing with Information Management and Technology (IMT)
  + I’m a new researcher at CSIRO, who are all the other people
  + Ethics at CSIRO
  + CSIRO Hacks
  + Speed meet and greet