Transdev Employee Onboarding Checklist

Welcome to Transdev! This checklist is designed to guide you through your first month, outlining important tasks and expectations to help you succeed from day one. Please reach out to your manager for any incomplete tasks.

Pre Onboarding

Signed employment contract submitted

Bank and Personal Details form completed, including TFN and Super forms

Week 1

Meet and greet with your manager

Receive your building access card

Receive your welcome pack & quick reference flyer

Meet your onboarding peer/buddy

Receive first day/week plan

Receive a tour of your work location

Meet with an IT Field Technician to check system access

Receive work@transdev (HR system) email with login details. Contact work@transdev.com.au if not received

Manager check in by end of first day

Your manager or a team member has explained the following processes and expectations:

Pay cycle & access to payslip	Overview team/function specific systems
Leave application	Access and manage Outlook folders
Update bank accounts	Access LMS
Add email signatures	Access The Station
File storage	Access Promapp
Understand ClassiFiles	Access Teams folders for projects
Book meeting rooms	Access SharePoint

Team lunch (may depend on availability in the first week)

Complete eLearning via Learning Management System
- Complete site induction   - TD Group Discovery eLearning   - Other eLearning relevant to your role
- TDANZ Induction   - TD ANZ Cybersecurity

Confirm any additional adjustments required for your work setup

Discuss job description with your manager

Discuss expectations around work hours and work from home arrangements with your manager

First week check-in with your manager

Week 2

Organise site visits with your manager (if applicable)

Week 4

Receive invite for "Welcome to Transdev" (Dial in webinar / Information session)

Discuss and set up objectives and if applicable the Individual Development Plan

Attend a Promapp training session

First month check in with your manager

Complete eLearning compliance requirements - 4 weeks to complete

Confirm with manager all eLearning is complete