# Step-by-Step Pre-boarding and Onboarding Guide for

# IUE Staff (Academic & Non-Academic)

## Phase 1: Offer and Acceptance

### Offer Letter Sent by HR

The official offer letter is emailed to the selected candidate. VPAA, responsible Dean & Director copied.

### Signed Offer Letter Received by HR

The candidate signs and returns the offer letter confirming acceptance.

## Phase 2: Contract and Employment Confirmation

### Contract Sent by HR

The HR department issues a formal employment contract. VPAA, responsible Dean and Director copied

### Signed Contract Received by HR

The signed contract is returned by the new employee, completing employment confirmation.

## Phase 3: Visa and Immigration Preparation

### Visa Request Submitted – managed by HR

HR submits a visa application to begin immigration processes. Apply for 3-year visa.

### Flights for Arrival Arranged – managed by HR

Travel arrangements are made for the new staff member’s arrival in Papua New Guinea if the new staff is not National.

**Arrival in PNG [2-3 weeks prior to start of semester]**

**Phase 4: Pre-arrival**

### Communications from HR

HR sends weekly updates to new employee. Copies dean and VPAA. HR provides pre-boarding and onboarding materials about PNG, Enga, and IUE: what to bring; photos, inventory, and furniture dimensions; services available; etc…

**Three weeks prior to arrival,**

HR sends travel and arrival detailed itinerary.

**One week before arrival,**

Escort to meet new faculty member in POM is confirmed

Hotel in POM is confirmed

Flight from POM to HGU is confirmed

Housing turnkey ready

Transport from HGU to Enga verified.

Per diems and excess baggage fees ready

**Phase 5: Employee arrival**

**PNG arrival**

Escort meets new employee outside Immigration

Escort provides new employee with K100 per diem

Escort provides settling in allowance

Escort compensation prepared and distributed

Escort takes new employee to Digicel for SIM and credit

Enga housing reviewed for water and electricity

**POM to HGU**

Escort assists with excess baggage and check-in at airport

Transport from HGU to Enga verified. Vehicle space for people and baggage confirmed.

HGU escort confirmed and per diem received.

**Arrival HGU**

Escort takes new employee taken for toiletries, groceries, and fruit/veg in HGU

Employee met at housing by HR or Dean or Director.

## Phase 5: Institutional Orientation and Setup

### Orientation to IUE

New staff receive formal onboarding about IUE policies, academic expectations, and campus life. Dean and HR/Director.

### Bank and Digicel Setup

Assistance is provided to set up:
- Bank account
- Mobile SIM (e.g., Digicel)

### Shopping Transport Arranged

Transportation is provided for personal shopping (e.g., Wabag or HGU) to assist with settling in.

### 3-Year Visa Process Started (if has 90-day visa)

 Initiated approximately 30 days after the staff member is in-country.