


School/Organisation

Name Date



1. Complete the onboarding process

#	Action	Description	Done	Notes
1.1	Check the email from Pulse for early onboarding.	<p>Pulse will email the person completing the ‘data sharing’ for Staff Pulse.</p> <p>Contact your Technical Account Manager (TAM) or the Support Team if they haven’t received this email.</p>	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.2	Create the staff spreadsheets.	Complete the staff spreadsheet template . The spreadsheet should include all staff members who will use and check into Staff Pulse.	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.3	Import staff data.	<p>If you are the person nominated to upload the data into Pulse, log in and upload your spreadsheets on the X page.</p> <p>Pulse will validate your spreadsheet and show you the details of the staff you’ve added.</p>	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Staff Pulse Start-of-Year Maintenance Checklist

#	Action	Description	Done	Notes
1.4	Configure Staff Pulse.	Configure Staff Pulse: <ul style="list-style-type: none"> • Set up your school structure. • Set up the Wellbeing team. • Set up your Pulse dates. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

2. Re-engage staff

#	Action	Description	Done*	Notes
2.1	Schedule regular meetings with staff.	<ul style="list-style-type: none"> • Schedule an onboarding or reorientation session. • Schedule meetings for the school year to discuss the data from Pulse Insights. Aim for at least two sessions per term. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Staff Pulse Start-of-Year Maintenance Checklist

#	Action	Description	Done*	Notes
2.2	Facilitate an orientation session for staff	Facilitate an orientation session to familiarise staff with Pulse. <ul style="list-style-type: none"> • Ensure all enrolled staff can sign in to Staff Pulse successfully. Share the Staff Pulse help guides: <ul style="list-style-type: none"> • For participants: Staff Pulse Check-in • For wellbeing oversight staff: Staff Pulse Dashboard 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Additional information