WELCOME GUIDE 2024

Technology Graduates in Melbourne

This is your guide to help you navigate your first week at CommBank.

Hi Graduates,

Welcome to Technology at CommBank! We are thrilled to have you join us and can't wait for you to be a part of all the exciting things happening here! There are 75 Graduates located in Melbourne in the 2024 cohort, so you will be in a tight-knit community of Graduates in the same shoes.

We know that your first week can be overwhelming, but don't worry, we've got you covered. In this document you will find all the information you need to make your first day as smooth as possible. From who to meet, to where to go, we've got all the details you need to know to start your journey with us. Let's get started!

What we've already been working on in anticipation of your arrival:

- Provisioning a laptop for you to use during your time at CommBank
- Requesting the necessary system accesses

- Making sure your Technical Team are ready for your arrival
- Our Campus Talent Acquisition Team supporting you throughout your recruitment and on-boarding
- Our Campus Learning Team preparing for your 12 months of Group-wide learning to upskill your development throughout the Program
- Our Technology Graduate Program Team who have been preparing for your arrival to create a first class experience and first rotation
- Our Manager, Technology Early Career Talent is ready to support your development

You will find below a detailed agenda of your first week as well as location guide and contacts if you need any assistance.
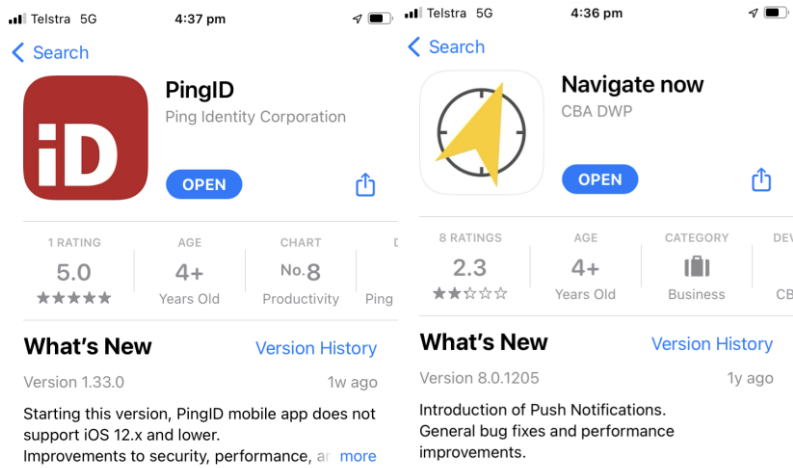
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Apps you need to download.

Here at CommBank you will use your personal smartphone to access our corporate offices and Group assets through apps published in your devices app store. Before the 19th February, please download the below four applications….
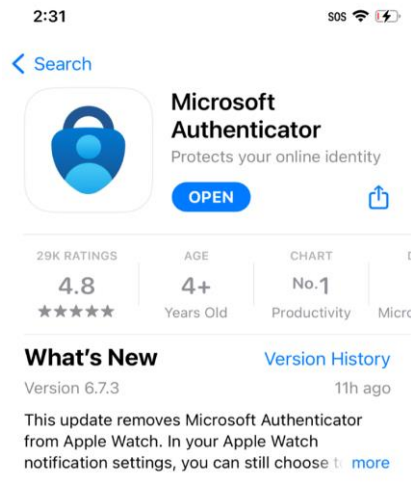
1. **Navigate –** this app will allow you to access our offices across all our states.

    Note - On your first day you will be given a temporary card for building access, as Navigate requires you to set-up your laptop first and will be available 24-48 hours after you have logged onto the CBA network for the first time.

2. **PingID –** this app allows you access to your laptop via fingerprint or manual code.

3. **Microsoft Authenticator** app and think of 5 security questions. This app allows you access to CBA's Outlook and Teams on your phone.

⊖ Your answers must comply with the policy requirements.

- The minimum length of an answer must be 3 characters.
- The minimum length of a user-defined question must be 5 characters.
- All answers must be unique.
- The answer must not contain the corresponding question.

4. Download MS teams on your mobile – This app will allow you to take meetings and phone calls

4

Microsoft Teams
Call. Chat. Collaborate

UPDATE

295K RATINGS	AGE	CHART
4.7 ★★★★★	4+ Years Old	No.1 Business

What's New   Version History

Version 5.2.0   5d ago

Bug fixes and performance improvements

Preview

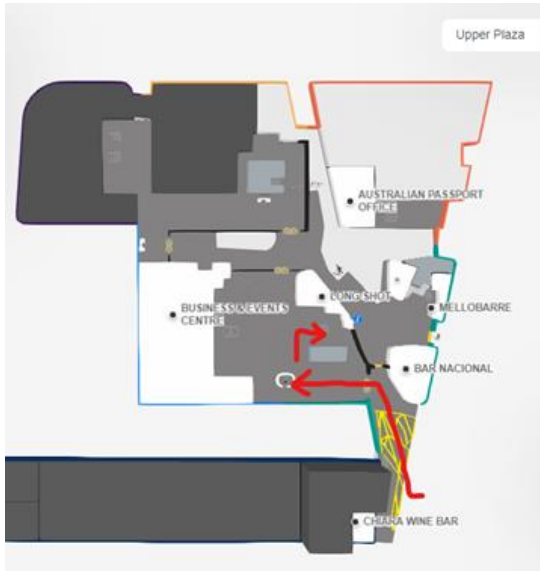Meet, chat, collaborate
– all in one app

Melbourne Office (For Monday and Tuesday Only)

727 Collins Street, Melbourne VIC 3000
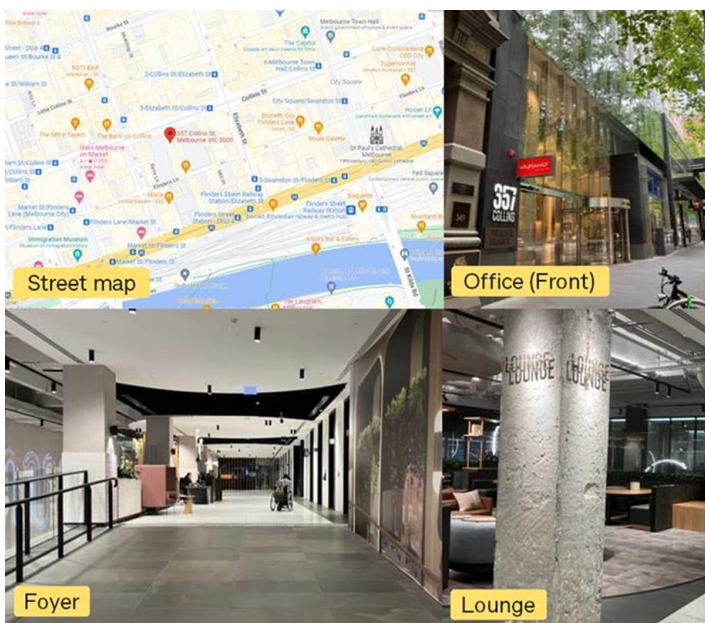
Building Access: Please make your way into Tower 1 & 2 and present yourself to concierge (under the large painting). Please refer to Calendar Invite sent from Campus Learning for more information.

Melbourne Office – (From Wednesday)

357 Collins Street, Melbourne VIC 3000

You will arrive through the front entrance to the 357 Collins St, via Collins St and meet in the foyer.

Orientation week schedule

Day 1 – Monday 19th February 2024

Date	Time	Description
Monday 19th February	8.45am – 9.45am AEDT	**Arrival:** Please see table below for your allocated time slot for arrival. At your allocated timeslot please arrive at **foyer of 727 Collins Street Melbourne VIC 3000. Please ensure you have photo ID ready.** You will be greeted by our Laurel Bakos from our Grad Program Team who will guide you to the correct floor. Please refer to FAQs for a picture of who to meet on Day One.
	9.45am – 5.00pm AEDT	**Campus Learning Group Wide Orientation Day 1.** Information regarding this event has been emailed to you directly from the Campus Learning team.

Arrival Times on Day 1:

Time	Group Number	Names	
8.45am	1	• Abhay Patel • Aidan Carling • Akira (Aki) Fletcher • Alden Vong • Alex De Saram • Andre Wang • Anika Dixit • Aryan Shahi • Aswini Abeysinghe • Barali Burford	• Ben Tyler • Christian Yaacoub • Dalebiir Gill • Daniel Creedon • Daniel Watson • Darren Xu • Denis Lynn • Devin Goralsky • Elaine Lai • Erick Wong
9am	2	• Ethan Fang • Ethan Yip • Felix Teague-Derricks • Fernanda Guo • Fiona Wang • Henry Huynh • Isuru Ranatunga • Jack Sievers • Jan Rosecky • Jason Shan	• Jasper Ng • Jathin Patil • Jay (Wangjie) Zhong • JJ Ng • Joshua Feng • Jovana Dragas • Joy Huang • Julia Lu • Justin Alvaro • Ke (Nicole) Lin

9.15am	3	• Kiernan McGrory-Perich	• Minyi Chen
		• Kin Ieng Cheang	• Nandinee Pardasani
		• Lachlan McLeod	• Natalie Huang
		• Lachlan Scott	• Nicole Chen
		• Lachlan Van Der Klift	• Pippa Cadywould
		• Linda Wu	• Quang To
		• Lucas Liu	• Raymond Xiang
		• Luke Zhou	• Reuven Zeimer
		• Matthew Farish	• Robert Hudson
		• Michelle Chen	• Ruobing Chen
9.30am	4	• Sarah Khan	• Tina Li
		• Sharvesh Saravanan	• Victoria Pham
		• Sibel Jasar	• Vincent Vo
		• Sichen Lu	• Wendy Chen
		• Stephanie (Weng Yian) Fong	• Yilin Liu
		• Surya Kannan	• Zane Van Gramberg
		• Thomas (Tom) Morgan	• Zixi Chen
			• Davin Vinas

Day 2 – Tuesday 20th February 2024

***Pease note:** Temporary access to 727 Collins St, will be provided on Monday, 19th February 2024 and cease end of day Tuesday, 20th February 2024. Please ensure you allow sufficient time to access the corporate office on Tuesday. We suggest arriving @ 9:45am to be ready for a 10:00am start.*
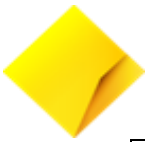
Date	Time	Description
Tuesday 20th February	10:00am – 5:00pm AEDT Plus networking and drinks.	**Campus Learning Group Wide Orientation Day 2** (same location as yesterday). Information regarding this event has been provided to you directly from the Campus Learning team.

Day 3 – Wednesday 21st February 2024

Arrival Times on Day 3:

Date	Time	Description

Wednesday 21st February	**Please note the staggered arrival times in the table below.**	**Arrival:** Please arrive 10 mins before your allocated time to allow building access to be organised. **Location is at 357 Collins Street (Level 6, Room 8 & 9). Please bring photo ID.**
		Once in the office, you will:
		1. Be guided into a Meeting Room for **Laptop Setup;**
		2. Go on an **Office Tour;** and then
		3. Work through **Self-Paced Learning – I.e.**
		    • Group Mandatory Learning;
		    • The Graduate Learner Pathway in Learner Home;
		    • Introductory calls to your Manager, Early Career Talent, your Technical Manager (and confirm where to meet next Monday), and your Grad Buddy.
		
		After the Office Tour, you have the option to work through your self-paced learning from home or to use the Meeting Rooms booked.
		
		Please ensure Navigate, Ping ID and Authenticator are downloaded as a minimum before heading home. Once home, you are encouraged to check if your remote access is working.

Arrival Time	**Group Number**	**Names**

Time	Group	Participants	
9.30am - 11.00am	**1 (Mac Setup)**	• Abhay Patel • Akira (Aki) Fletcher • Alex De Saram • Anika Dixit • Aryan Shahi • Aswini Abeysinghe • Ben Tyler • Dalebiir Gill • Darren Xu	• Devin Goralsky • Felix Teague-Derricks • Fiona Wang • Isuru Ranatunga • Jack Sievers • Jason Shan • Jasper Ng • Jathin Patil • Jay (Wangjie) Zhong
11am – 12.30pm	**2 (Mac Setup)**	• JJ Ng • Joshua Feng • Joy Huang • Julia Lu • Justin Alvaro • Ke (Nicole) Lin • Kiernan McGrory-Perich • Kin Ieng Cheang • Lachlan Scott	• Lachlan Van Der Klift • Linda Wu • Luke Zhou • Minyi Chen • Nandinee Pardasani • Natalie Huang • Pippa Cadywould • Quang To • Reuven Zeimer
12.30pm - 1.30pm.		**Lunch Break**	
1.30pm – 3pm	**3 (Mac Setup)**	• Robert Hudson • Ruobing Chen • Sarah Khan • Sharvesh Saravanan • Sibel Jasar • Sichen Lu • Stephanie (Weng Yian) Fong • Surya Kannan	• Thomas (Tom) Morgan • Tina Li • Victoria Pham • Vincent Vo • Wendy Chen • Yilin Liu • Zane Van Gramberg • Zixi Chen • Davin Vinas
3pm – 4.30pm	**4 (Window Dev Setup)**	• Aidan Carling • Alden Vong • Andre Wang • Barali Burford • Christian Yaacoub • Daniel Creedon • Daniel Watson • Denis Lynn • Elaine Lai • Erick Wong • Ethan Fang	• Ethan Yip • Fernanda Guo • Henry Huynh • Jan Rosecky • Jovana Dragas • Lachlan McLeod • Lucas Liu • Matthew Farish • Nicole Chen • Raymond Xiang

Day 4 – Thursday 22nd February 2024

Date	Time	Description
Thursday 22nd February	8:30am – 5:00pm AEDT	Working from home is encouraged unless further laptop support is required: • Continue self-paced learnings; • Contact Manager, Early Career Talent and Grad Buddy if interstate and did not meet earlier in the week; • Contact Technical Manager if did not meet onsite - confirm where to meet next Monday.

Day 5 – Friday 23rd February 2024

Date	Time	Description
Friday 23rd February	8.30am – 2.00pm AEDT	Working from home is encouraged unless further laptop support is required. Continue self-paced learning.
	2:00pm – 5:00pm AEDT	Virtually watch **Technology Orientation** – hosted by the Graduate Program Team.

From Monday, 26th Feb:
- Cyber & Engineering Graduates - begin in their Technical Teams. Graduates are to contact their Technical Manager ahead of this day to find out where their team will be located;
- Data Science Graduates will receive email communication during their Orientation Week on where to be from Monday, 26th Feb.

FAQs

1. **What happens if I am unwell, sick or unable to attend any events during orientation?**
   Please let your assigned Early Career Talent Manager know and email
   GraduateLearning@cba.com.au if you are unable to make events on 19th - 20th Feb or
   TechnologyGraduateProgram@cba.com.au for events on 21st – 23rd February

2. **What is the dress code?**
   Smart casual. E.g. Sneakers and non-ripped jeans is acceptable.

3. **How can I connect with other Graduates before Day One?**
   We encourage you to join the 2024 Graduate LinkedIn Page to meet you fellow peers and
   for Program updates.

4. **What do I need to bring on my first day?**
   Your mobile (smartphone), headphones, drink bottle and a pen

5. **Who do I contact if I need help on day one?**

   Laurel Bakos
   Email - Laurel.Bakos@cba.com.au
   Mobile – 0467 175 590

For any other questions, please contact **TechnologyGraduateProgram@cba.com.au.**