On-boarding New Starter Tasks - Professional

Manager Tasks

The following is a printable list of the on-boarding tasks that a manager will be required to complete in the online recruitment system for the on-boarding and induction of a new staff member. Notifications will be sent via email based on the due date in the system.

### Pre-Commencement

**Pre-Commencement Activities**

The following activities are recommended to complete prior to a new staff member commencing:

- Contact the new staff member and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking).
- Consider the essential services required and complete the relevant [New Starter form](#) i.e. phone access and hardware, shared drive, building access. Note: ordering of computer hardware is usually organised through administrative support person in the area.
- Arrange a workstation / office, stationery, mobile phone / iPad (if applicable) and business cards (if applicable).
- Email School/Branch staff to inform them that a new staff member will be commencing.
- Arrange for the new staff member to be added to the University Phone Directory, School/Branch noticeboard/phone list and door of their office (if applicable).
- Prepare tasks for first day/week (e.g. schedule meetings, allocate time to commence online courses).
- Arrange for a buddy/mentor (someone designated to answer questions, help with arrangements, etc.).
- Organise ‘meet and greet’ session (e.g. morning tea).

| 10 days before commencement date |

### Pay Critical

**Ensure pay critical forms completed**

Ensure the new staff member has completed and returned all contract acceptance documents e.g. acceptance of contract, bank, tax and superannuation forms through the employee onboarding portal to ensure they are paid in the next available fortnightly cycle.

| Day of commencement |

### Mandatory

**First day tasks**

The following activities are mandatory to complete on the first day of the staff member commencing:

- Manager to arrange for the new staff member to be taken through the [HSW Local Induction Record](#) on first day.
- Passwords are able to be set through [password manager](#) using the Activate Account function. This can be done using another staff members computer profile, a personal device or alternatively in person at Card Services. The password, in conjunction with the staff member’s ID number, will be used to log in to the computer, staff email and all university systems.
- New staff members working on or in the vicinity of North Terrace Campus to visit Card Services (Level 3, Hub Central) to have their photo taken and ID card produced. The Staff ID card is the primary identity on University campuses and has the provision for building/room access, printing and photocopying services and library borrowing access. Staff member needs to take photo identification i.e. driver’s license. Those working at Waite, Roseworthy or remotely are able to complete the [Request for University of Adelaide Staff ID Card form](#), attaching a JPEG format photograph.
- Ensure work space is set up and phone and computer are working.
- Discuss the six month probation period and establish dates for the three probation meetings (e.g. at one, three & five months, with the last meeting no later than four weeks before the end of probation). See the University of Adelaide [Enterprise Agreement](#) (clause 2.5.1).
- Discuss Planning, Development and Review (PDR) and schedule first meeting. Information and forms can be found at: [http://www.adelaide.edu.au/hr/development/performance/pdr/](http://www.adelaide.edu.au/hr/development/performance/pdr/).

| Day of commencement |

**First probation review meeting**

The first probation review meeting is recommended to be conducted approximately one month after commencement. See the University of Adelaide [Enterprise Agreement](#) (clause 2.5.1). At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support.

| 28 days after commencement |
### Second probation review meeting
The second probation review meeting is recommended to occur approximately three months after commencement. See the University of Adelaide Enterprise Agreement (clause 2.5.1). At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support.
As a condition of probation, ensure the new staff member has completed the mandatory online induction courses as per the Induction webpage.

### Third probation review meeting
The third and final probation review meeting is recommended to occur approximately five months after commencement. You will receive a probation form from Human Resources four weeks before the end of the probation period. See the University of Adelaide Enterprise Agreement (clause 2.5.1). At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support.

<table>
<thead>
<tr>
<th><strong>Recommended</strong></th>
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<tbody>
<tr>
<td><strong>First week induction tasks</strong></td>
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<tr>
<td>- Introduce the new staff member to their colleagues and give them a tour of the workplace.</td>
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<tr>
<td>- Assess the ergonomic setup of the new staff member's workstation. Resources to assist can be found online.</td>
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<td>- Set up appointments with key staff/stakeholders within your office, Institute, School, Faculty, Branch or Division (as relevant).</td>
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<td>- Organise meetings with the Executive Dean or Senior Managers in the area if relevant.</td>
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<td>- Direct new staff member to relevant websites and information sources for the School/Branch and other as relevant to their role.</td>
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<td>- Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings</td>
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<tr>
<td><strong>Discuss with your new staff member the following:</strong></td>
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<td>- The new staff member's role and the local organisational structure. Refer to the position description.</td>
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<td>- The high level organisation structure.</td>
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<td>- Local mail system.</td>
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<td>- Outlook, staff email addresses, calendar and room bookings.</td>
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<td>- University phone directory.</td>
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<tr>
<td>- Use of the printer i.e. printing, scanning, photocopying and fax.</td>
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<tr>
<td>- University policies and procedures. Consider which policies and delegations are relevant to the staff member's role.</td>
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<tr>
<td>- State and Federal legislation that applies to the University. Consider which legislation is relevant to the staff member's role.</td>
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<tr>
<td>- The University of Adelaide Enterprise Agreement.</td>
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<td>- The University Code of Conduct and Behaviour and Conduct policy.</td>
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<tr>
<td>- Semester dates and other key dates. Inform the new staff member of School/Discipline seminar timetable (if relevant).</td>
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<td>- Library access and other staff facilities.</td>
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<td>- Any School/Branch specific procedures (e.g. staff meetings, administrative procedures).</td>
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<td>- Any relevant work arrangements, i.e. flexible working arrangements, start and finish times and school/branch approach to Overtime (paid) and Time off in Lieu etc.</td>
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<td>- Any additional requirements and/or arrangements if the person has a disability or is non-English speaking background (NESB).</td>
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<td>- System training needs (e.g. Finance, PeopleSoft, HPRM, MyUni, PageUp, CASPA), that are required for the role and guide new staff member to the area of enrolment.</td>
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<tr>
<td>- Budget / finance if it relates to the new staff members role (e.g. petty cash, account codes, consulting funds).</td>
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## Employee Tasks

### Pay Critical

**Ensure pay critical forms completed & returned**
- Ensure all employment documents (e.g. bank, tax and superannuation forms) have been completed and attached to the employee onboarding portal in order for you to be paid in the next available fortnightly cycle.
- If you have not already attached these documents, forward to the HR Service Centre (hrservicecentre@adelaide.edu.au)

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**Authorised by:** Associate Director, People and Performance

### Mandatory

**First day tasks**
- New staff are required to complete a series of mandatory online induction courses by the end of their third month. It is recommended that staff schedule time in the calendar to undertake within the first fortnight. Induction courses can be found at the [Induction webpage](#).
- It is recommended that you update your email address in the recruitment system settings to your University of Adelaide email address in order for future onboarding tasks to be directed there. You can do this by logging in as an existing applicant and updating your profile

**Day of commencement**

**Completion of mandatory online induction courses**
- It is a condition of probation that the following induction courses be completed within your first three months however we recommend that they be completed in the first fortnight of commencement:
  - Corporate Online Induction course
  - HSW induction course
  - EO online course
  - Aboriginal Cultural Awareness induction module
  - Fraud Control induction course
  - Legal Compliance induction course
  - Recordkeeping induction course.

- Visit the [Induction webpage](#) for links to the mandatory online induction courses.

**7 days after commencement**

### Recommended

**Induction tips**
- New staff members are encouraged to familiarise themselves with the following:
  - The University [Brand Standards](#) and downloadable [document templates](#).
  - [Staff Services Online (SSO)](#) and how to update personal details, leave management and retrieving a payslip.
  - The [Staff webpage](#) and navigate your way around Human Resources, IT, Marketing, Finance and other staff services to familiarise yourself with the range of support available.
  - The [Performance and Development webpage](#) and review / register for relevant development activities.
  - See [IT Self-help guides](#) to set-up email on phone or iPad, install ADAPT to access files remotely, tips for using mobile overseas etc.
  - Recordkeeping guidelines and forms, see the [University Archives and Recordkeeping website](#).
  - The University of Adelaide has five areas which offer [tours](#) of its campuses and the National Wine Centre.
  - University policies and procedures. Consider which [policies](#) and [delegations](#) are relevant to your role, including the [Enterprise Agreement](#) and [Code of Conduct](#).
  - State and Federal legislation that applies to the University. Consider the [legislation](#) relevant to your role.

**2 days after commencement**

**Other considerations:**
- Assess the ergonomic setup of your workstation. Resources to assist can be found [online](#).
- Professional staff are required to serve a 6 month probation period. Your supervisor will establish dates for three probation meetings. See the University of Adelaide [Enterprise Agreement](#) (clause 2.5.1).
- The University’s Planning, Development and Review (PDR) process. Your supervisor will schedule a meeting to clarify duties, set expectations, determine work objectives and discuss development. Information and forms can be found on the [PDR webpage](#).