Existing Staff Induction Process



Following feedback received through the Induction Review Project in 2016, changes have been made to the way that existing staff (i.e. internal candidates who are transferring roles internally within the University*) are inducted into their new work area.

*this includes internal appointments, conversion from casual, and secondments.

Induction for existing staff should now be managed using the <u>Induction</u> <u>Checklist for Existing Staff</u> and the <u>Induction Agenda</u>.

What has Changed?

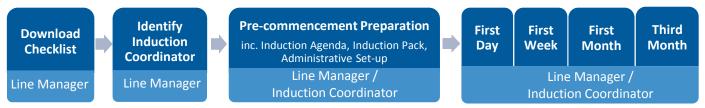
While there have not been substantial changes to the induction activities themselves, the format and delegation of induction tasks have been updated in the following ways:

- Induction tasks for existing staff are now directed through the <u>Checklist</u> which can be completed on-screen or printed.
- Line Managers are still responsible for the effective induction of their staff however the role of "Induction Coordinator" has been added to allow for delegation of tasks where appropriate.
- An <u>Induction Agenda</u> template has been developed to provide visibility for staff and managers of the induction activities.

	taff Member Details			
ID	t xxx N	ame: xxx		
Po	isition: <mark>xxx</mark>			
School/Branch: xxx			Commencement Date: xxx	
Line Manager: icx			Induction Coordinator*1 xxx	
proi Coo The that	duction Coordinator: The induction coord cess and the Line Manager. The checklist ridinator. This role may be performed by r e checklist below is a set of standard a t might be essential to ensuring the e coord/franch. As a word document, this	below details tasks tha more than one person nd recommended in cisting staff member	t are most likely to be performed by th and is not limited to what is detailed in duction tasks but excludes any loca is inducted effectively into the spe	e induction this checklist. I processes
	ooy branch. As a word obcoment, one	Checking is able to a	e anapten to suit local rieens.	
Pri	e-Commencement			
-	Contact the staff member and discuss arrangements for first day (e.g. location, start time,			Line Manager
_	who to meet, what to bring, car parking etc.)			
	Identify an appropriate Induction Coordinator who can assist with induction set-up* Line Manage			
-	Email School/Branch/team in the week prior to inform them that a new staff member will be commencing. Provide brief outline of new starter's background, role, reporting line and where they will be located.			Line Manager
	Induction meetings Prepare induction agends for first di may include (but is not limited to): Line Manager or Induction Coordinator – Workp Induction Coordinator – Admini Line Manager – Induction and r Taam member / stakeholder m Other meetings as appropriate.	rdinator – <u>Local Heat</u> lace <u>Tour</u> istrative <u>Training</u> egular meetings eetings	th & Safety Induction	Coordinator (Line Manage to direct)
	Preparation ahead of new starter co	ommencement implicting the relevant ary, e.g.: vest vest manual form n t Licence Transfer o der Request oke up do week to i	nt <u>New Starter Form</u> ⁴ to arrange r Application be actioned. <i>ure occess</i> is ovoilable through	Induction Coordinator (Line Manager to direct)

seek LIGHT

High Level Process



Responsibilities

In order for induction to be most effective, there are a number of people with responsibilities in the process:

Line Manager	The Line Manager "owns" the induction for their new starter and is ultimately responsible and accountable for ensuring that the new starter is administratively set-up to commence work, has an understanding of their role, is provided with the necessary information and training, and is integrated and welcomed into the team and area. The Line Manager is responsible for identifying an appropriate Induction Coordinator and providing suitable direction, including determining relevant stakeholders and documents/webpages which should form part of the welcome pack. Should there not be an appropriate Induction Coordinator, these tasks will need to be performed by the Line Manager.
Induction Coordinator	The induction coordinator, as identified by the Line Manager, is a support to the process and the Line Manager. They assist with scheduling the stakeholder meetings, as determined by the Line Manager, and other standard local induction activities as per the checklist.
New Starter	The new starter is responsible for actively participating in the induction process, seeking opportunities to connect with appropriate stakeholders and being proactive in getting to know their new role, team and unit. As an existing staff member, they may be able to leverage on their university knowledge and networks to varying degrees.

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