Induction Checklist – Existing Staff

|  |
| --- |
| **Staff Member Details** |
| **ID:** xxx | **Name:** xxx |
| **Position:** xxx |
| **School/Branch:** xxx | **Commencement Date:** xxx |
| **Line Manager:** xxx | **Induction Coordinator\*:** xxx |

**\*Induction Coordinator:** The induction coordinator is someone identified by the Line Manager to support the induction process and the Line Manager. The checklist below details tasks that are most likely to be performed by the Induction Coordinator. This role may be performed by more than one person and is not limited to what is detailed in this checklist.

The checklist below is a set of standard and recommended induction tasks but excludes any local processes that might be essential to ensuring the existing staff member is inducted effectively into the specific School/Branch. As a word document, this checklist is able to be adapted to suit local needs.

|  |
| --- |
| **Pre-Commencement** |
|[ ]  Contact the staff member and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking etc.) | Line Manager |
|[ ]  Identify an appropriate Induction Coordinator who can assist with induction set-up**\*** | Line Manager |
|[ ]  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 |
|[ ]  **Prepare New Starter Induction Agenda – *the*** [template](http://www.adelaide.edu.au/hr/docs/pdp-induction-agenda.docx) ***can be populated* *to document the Induction meetings*** Prepare induction agenda for first day/week and schedule time with relevant staff which may include (but is not limited to): | Induction Coordinator (Line Manager to direct) |
|  | * Line Manager or Induction Coordinator – [Local Health & Safety Induction](#Local_HSW_Induction)
 |  |
|  | * Induction Coordinator – [Workplace Tour](#Workplace_tour)
 |  |
|  | * Induction Coordinator – [Administrative Training](#Administrative_training)
 |  |
|  | * Line Manager – Induction and regular meetings
 |  |
|  | * Team member / stakeholder meetings
 |  |
|  | * *Other meetings as appropriate from the information below*
 |  |
|[ ]  **Preparation ahead of new starter commencement** | Induction Coordinator(Line Manager to direct) |
|  | * Arrange essential services by completing the relevant [New Starter Form](http://www.adelaide.edu.au/hr/systems/new-starter/)**^** to arrange the following services as necessary, e.g.:
	+ Building access\*
	+ Data and Voice Request
	+ Telephone Directory Amendment Form
	+ Mobile Request Form
	+ Records Management Licence Transfer or Application
	+ Shared Network Folder Request

**^***Note that some services may take up to a week to be actioned.\*If card access cannot be granted by start date, ensure access is available through other means.* * Arrange computer hardware. If not organised through administrative support person in the area, complete hardware arrangements [here](https://www.adelaide.edu.au/technology/yourservices/hardware/).
 |  |
|  | * Prepare Induction pack i.e. contact list, strategic/operational/business plan documents, org charts, projects plans/calendars, process instructions – and anything else which will enable staff member to perform their role)
 |  |
|  | * Arrange a workstation / office, chair, storage, stationery, mobile phone / iPad (if applicable) and business cards (if applicable).
 |  |
|  | * Add to regular team/area/project meetings in calendar and upcoming key events
 |  |
|  | * Arrange for updates to the phone/contact list, local distribution lists, floor plans, organisation charts, door/workstation name plates etc.
 |  |

|  |
| --- |
| **First Day** |
|[ ]  **Welcome and Introduction meeting*** Induction Pack (run through agenda & any information handouts)
* Introduce to immediate team members, designated Induction Coordinator, wider School/Branch colleagues and/or key contacts
* Show workstation
 | Line Manager |
|[ ]  **Workplace tour*** Tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols
 | Induction Coordinator |
|[ ]  **Initial Induction Meeting*** Discuss key responsibilities of the role and expectations
* Explain workings of team, School/Branch, Faculty/Division
* Provide new starter with documents, webpages to review, explain which Online Induction Courses to complete (see list of courses below under “First Week”)
* Discuss initial tasks/projects and set-up them up to commence work on
* Discuss team protocols including start/finish times, lunch break routines or rostering if relevant
 | Line Manager |
|[ ]  **Local Health & Safety Induction*** Provide a Local Health and Safety Induction which covers the information required by the School/Branch/area (For further information refer to the [HSW Induction Information Sheet](http://www.adelaide.edu.au/hr/hsw/handbook/induction/)).
 | Line Manager or Induction Coordinator |
|[ ]  **Administrative Training*** S drive folders
* Outlook / Calendars (shared calendars, room booking, e-signature set-up)
* Local Intranet
* [HR Website](http://www.adelaide.edu.au/hr/) – SSO, PDR, HSW
* [Marketing & Communications Website](https://www.adelaide.edu.au/mc/) – document templates
* Phone procedures (inc. voicemail set-up)
* Mail – incoming, internal, external
* Overview of office equipment e.g. printer/photocopier
* Check updates to the staff member’s [University Phone Directory](http://www.adelaide.edu.au/phonebook/amendments.html) entry, School/Branch phone list and name plate for desk/office door (if applicable)
 | Induction Coordinator |
|[ ]  **Review time*** Allocate time for new starter to review documents and commence work tasks
 | New Starter |

|  |
| --- |
| **First Week** |
|[ ]  **Online Induction Courses*** Line Manager to determine and advise new starter which induction courses need to be completed or refreshed from the list below:

Access via [*http://www.adelaide.edu.au/hr/development/induction/*](http://www.adelaide.edu.au/hr/development/induction/)* Corporate Online Induction
* Health Safety and Wellbeing (HSW) Induction
* Equal Opportunity (EO) Online
* Aboriginal Cultural Awareness Induction Module
* Fraud & Corruption Control Induction
* Legal Compliance Induction
* Recordkeeping Induction
* Online Copyright Course
* Mental Health Awareness – Responding to Students
* Epigeum Research Integrity Course (Academics & Professional Staff associated with research only)
 | Line Manager |
|[ ]  **Subsequent Induction Meeting*** Continue explanation of role, immediate work area, wider Faculty/Division and the University
* Explain University governance structure including committees and organisational charts
* Outline the [University’s Values](http://www.adelaide.edu.au/policies/2323/?dsn=policy.document;field=data;id=3842;m=view)
* Identify essential training of processes and systems
* Discuss relevant [policies](http://www.adelaide.edu.au/policies/)/procedures/[delegations](http://www.adelaide.edu.au/governance/delegations/)/[legislation](http://www.adelaide.edu.au/legalandrisk/compliance/legislation/school/)/[Enterprise Agreement](http://www.adelaide.edu.au/hr/handbook/enterprise-agreement/) clauses/[Code of Conduct](http://www.adelaide.edu.au/policies/2323/?dsn=policy.document;field=data;id=3842;m=view), work practices, team meetings, networks
* Discuss School/Branch approach to work arrangements including flexible working arrangements
* Continue to handover projects and tasks as relevant
* Identify any further assistance the new starter might require to settle in to the new position
* Provide opportunity to ask questions

*Academic Staff:** Discuss their tertiary teaching background and, if applicable, direct them to the [Teaching @ Adelaide guide for new teaching staff](http://www.adelaide.edu.au/learning/staff/teachingAtAdelaide.pdf).
* Discuss MyUni online course information and any training requirements.
* If applicable, discuss teaching and course/program coordination duties and expectations including teaching timetables and all-student email list for each course.
* Discuss research duties, expectations and opportunities for funding. Ensure staff are made aware of the requirements of the [Australian Code for the Responsible Conduct of Research](http://www.adelaide.edu.au/ethics/integrity/code/code.html).
* If applicable, discuss [Student Evaluation of Learning and Teaching (SELT)](http://www.adelaide.edu.au/planning/selt/) system.
 | Line Manager |
|[ ]  **Team member / stakeholder meetings as required*** Attend meetings with team members and/or stakeholders
 | New Starter |

|  |
| --- |
| **First Month** |
|[ ]  **Performance & PDR*** Discuss position objectives and agree on individual key performance targets/objectives (or schedule a PDR Objective Setting meeting to discuss separately)
 | Line Manager |
|[ ]  **Check-in Conversation*** Review progress with Induction, understanding of Faculty/Division and the University, completion of online induction courses etc.
* Troubleshoot any issues, answer questions, provide feedback
* Identify any role/individual specific training to be undertaken in the next 3 months (i.e. Manager’s Induction, PDR training, Change workshops etc.)
 | Line Manager |

|  |
| --- |
| **Third Month** |
|[ ]  **Check-in Conversation*** Confirm completion of online induction courses
* Review progress against performance targets/objectives

*Whilst an existing staff member is not required to serve another probation period, it is recommended that at least one meeting is held in their first six months to review performance in the role.* * Troubleshoot any issues, answer questions, provide feedback
 | Line Manager |

|  |
| --- |
| **Signatures** |
| Please sign to confirm completion of induction tasksNew Starter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Checklist to be retained and stored locally.* |