Skillshare@Adelaide - Induction Checklist for placement staff

The checklist below includes recommended induction tasks for an existing staff member who has been placed via Skillshare@Adelaide. The list highlights areas for consideration, but does not include the detail of local processes and activities. Work areas may choose to add activities to this checklist to reflect local needs. Given the temporary nature of Skillshare placements, Line Managers and/or Induction Coordinators will need to use their discretion to ensure the induction of the individual is relevant and appropriate to their role.

Done	Task	Responsibility
☐	**Contact Placement staff member** Contact the placement staff member and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking if required, first point of contact, method of communication). Discuss location and make arrangements necessary to collect equipment such as a laptop if the placement staff member is working from home. Social distancing expectations and requirements if the placement staff member will be physically located with others. Hours of work (start, finish and break times). You may need to consider increased flexibility and bear in mind that regular hours could look different for some people, depending on their personal circumstances and family commitments. Ensure special considerations or specific work requirements are discussed and actioned, particularly if you are arranging for the person to work from home.	**Placement Line Manager**
☐	**Identify support people** Identify and liaise with an appropriate **Induction Coordinator** to assist with induction set-up. Ensure the nominated Induction Coordinator understands their role and responsibilities, particularly with regard to the timeframes within which tasks need to be completed. Given the temporary nature of these placements it is important that appropriate induction occurs in a timely manner. The Line Manager has overall accountability for ensuring that required induction tasks are undertaken. The role of the Induction Coordinator is even more important in circumstances of virtual induction because initially they may be the single point of contact for the placement staff member as they become familiar with a new team. Identify an appropriate **buddy** who can assist the placement staff member to settle in. A buddy for existing staff transitioning in a new role within the University should be someone who can provide role support and clarity around the way the team operates.	**Placement Line Manager**

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	It may be someone within the team, operating in a similar role if possible, but should be someone who is familiar with team protocols, (i.e. not another new / placement staff member). Identifying a virtual buddy is also a way you can support the placement staff member to feel more connected to the team and their new work team.	
☐	**Notify Work Area Staff** Email School/Branch/team in the week prior to advise when the Skillhare placement will commence. Provide brief outline of the staff member's background, role, and responsibilities. Email the broader School/Branch, not just the team, prior to advise when the placement staff member will be commencing, is always important but even more so in a virtual work environment. Let the team know that the placement staff member has commenced, what their work hours will be and encourage individual team members and stakeholders to connect using available technology such as Zoom and Jabber. Setting up group or individual introductory virtual meetings is important to help the placement staff member settle in. It may be that you connect more regularly in a virtual work environment because spontaneous opportunities such as getting a quick coffee or chatting in the corridor are not available to help people settle in to the team. Add the placement staff member to regular team/area/project meetings in calendar and upcoming key events. Make sure the placement staff member is aware of virtual communication platforms such as Jabber for spontaneous or casual conversations, and Zoom.	**Placement Line Manager**
☐	**Practical preparation ahead of Skillshare placement** • Arrange additional / changed essential services which may be required such as: o Building access (*if card access cannot be granted by start date, ensure access is available through other means*) o Records Management Licence Transfer or Application o Shared Network Folder Request o Add the placement staff member to regular team/area/project meetings in calendar and upcoming key events o Arrange for appropriate updates to the phone/contact list, local distribution lists, floor plans, organisation charts, door/workstation name plates etc.	Induction Coordinator

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☐		Consider technology and 'work station' requirements considerations for a virtual work environment. Computer hardware and other equipment such as laptops may need to be ordered well in advance so determining requirements and taking the necessary action as soon as possible is important. If the placement staff member is working from home, ensure the necessary administrative and technical support is available and discuss access to an appropriate work space, and a suitable chair. Make sure any special needs that may have an impact on set up are considered. The staff member should consult the [Staff Support Pack](#) which includes information on setting up to work from home.	
☐		**Welcome and Introduction meeting** • Provide Induction information relevant to the role. • Show placement staff member to their workstation/office and if the staff member is physically entering the workplace, provide a tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols or requirements. If the staff member will be working in a virtual environment, prepare a virtual induction pack in the form of links and soft copies of information for the new starter. Consider sending this prior to commencement. Important things to include are: • Key contact list relevant to role, i.e. stakeholders, colleagues etc. • Governance structure (including committees and organisational charts) relevant to role • Strategic/operational/business plans/project plans and other relevant documentation • Process / Work Instructions relevant to the role • Any other links which will help the new staff member understand the work they will be undertaking • Information about accessing the Shared drive • Outlook / Calendar (shared calendars, room booking, e-signature set-up) • Work area practices such as notifying of illness, team protocols or guiding principles. • Introduce to immediate team members, designated Induction Coordinator, Buddy, wider School/Branch colleagues and any other staff as appropriate. • Make sure you send a welcome email and communication to the placement staff members' immediate team on **Day 1**. Find creative ways to introduce and welcome the new starter in a virtual work environment, such as sending a short video or photo of yourself attached to the welcome email.	**Placement Line Manager**
☐		**Role Clarity**	**Placement Line Manager**

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	• Discuss key responsibilities and broad expectations of the role with placement staff member. • Discuss initial tasks/projects, and any immediate or urgent activities. Ensure staff member is appropriately set up to begin work on agreed tasks. • Consider any relevant Induction courses required, or any further training that would support the transition to the temporary role.	
☐	**Local Health and Safety Induction** • Provide a Local Health and Safety Induction, which covers the information that the placement staff member should know in order to operate safely within their new work environment; including any general safety information required by the School/Branch/area. • For further information refer to the HSW Training and Induction webpage. • Ensure that the placement staff member has loaded UniSafe onto their mobile phone and understands how to report a safety issue.	**Placement Line Manager**
☐	**Individual Support** • Identify essential processes and systems that the placement staff member needs to understand. • Ensure appropriate project / task handover. • Provide placement staff member with documents, such as the Strategic Plan, work area Business Plans and relevant webpages to consider and review. • Identify any further assistance the placement staff member might require, and provide opportunity to ask questions. • Address any challenges, answer questions and provide feedback. Regular check in conversations are even more important in a virtual work environment so make sure you and other colleagues are connecting regularly. Ask the individual what they need from you as a Manager; everyone has different needs and some people will have worked remotely before, for others it will be new. Discuss progress through the induction process with the new staff member, and completion of Induction courses. Address any challenges, answer questions, provide feedback and ensure connections with relevant colleagues and stakeholders are being made.	**Placement Line Manager**

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