

# Executive/Senior Leader Induction Pathway Overview

This Pathway Overview attributes responsibility for induction tasks from pre-commencement to the new starter's third month.

## PRE-COMMENCEMENT

Line Manager	Induction Coordinator	
<ul style="list-style-type: none"> <li>&gt; Agree Induction tasks with Induction Coordinator/s including stakeholder meetings</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Contact new starter for first day arrangements</li> <li>&gt; Agree tasks and meetings with line manager</li> <li>&gt; Agree division of tasks if there is more than one induction coordinator</li> <li>&gt; Notify work area</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Prepare New Starter Agenda</li> <li>&gt; Work Preparation – IT and Essential services</li> <li>&gt; Prepare Induction pack</li> <li>&gt; Arrange workstation</li> <li>&gt; Add to relevant branch/team/project meetings</li> <li>&gt; Update phone/contact lists</li> </ul>
New Starter		
<ul style="list-style-type: none"> <li>&gt; Accept Contract</li> <li>&gt; Complete Pay Critical Forms (e.g. bank, tax, superannuation)</li> </ul>		

## FIRST DAY

Line Manager	Induction Coordinator	New Starter
<ul style="list-style-type: none"> <li>&gt; Role Clarity meeting</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Welcome and introduction meeting</li> <li>&gt; ID Card and Workplace Tour</li> <li>&gt; Local Health and Safety Induction</li> <li>&gt; Administrative Training</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Review Induction Webpage</li> <li>&gt; Review time</li> </ul>

## FIRST WEEK

Line Manager	New Starter	
<ul style="list-style-type: none"> <li>&gt; Induction and University context meeting</li> <li>&gt; Schedule Probation Meeting/s</li> </ul>	<ul style="list-style-type: none"> <li>&gt; UniSuper Consultation</li> <li>&gt; Corporate HSW Induction</li> <li>&gt; Aboriginal Cultural Awareness Induction Course</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Recordkeeping Induction Course</li> <li>&gt; Cybersecurity Induction Course</li> <li>&gt; If research role - Enrol in Epigeum Research Integrity Course and start completing</li> <li>&gt; Meeting with Stakeholders</li> <li>&gt; People Leaders – Team work plans, PDR</li> </ul>
Induction Coordinator		
<ul style="list-style-type: none"> <li>&gt; University Policies</li> <li>&gt; Work Area Practices</li> <li>&gt; Individual Support</li> </ul>		

## FIRST MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> <li>&gt; Check-in Conversation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Education Services for Overseas Students (ESOS) Induction Course</li> <li>&gt; Copyright Induction Course (if relevant to role)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Understanding the Context for Sexual Violence (UCSV)</li> <li>&gt; VC Welcome to Adelaide Event (3 events p.a.)</li> </ul>

## THIRD MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> <li>&gt; Check-in Conversation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Equal Opportunity (EO) Induction Course</li> <li>&gt; Fraud &amp; Corruption Control Induction Course</li> <li>&gt; Legal Compliance Induction Course</li> <li>&gt; Mental Health Awareness at the University of Adelaide</li> <li>&gt; Epigeum Research Integrity Course (academic only)</li> <li>&gt; Environmental Sustainability on Campus</li> </ul>	