

# New Starter Induction Pathway Overview

This Pathway Overview attributes responsibility for induction tasks from pre-commencement to the new starter's (continuing or fixed term contracts) third month.

## PRE-COMMENCEMENT

Line Manager	Induction Coordinator	New Starter
<ul style="list-style-type: none"> <li>&gt; Contact New Starter</li> <li>&gt; Identify Induction Coordinator</li> <li>&gt; Notify Work Area Staff</li> <li>&gt; Identify Buddy (optional)</li> <li>&gt; Feed into New Starter Induction Agenda</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>	<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; Welcome and Introduction Meeting</li> <li>&gt; Role Clarity</li> <li>&gt; Local Health and Safety Induction</li> </ul>	<ul style="list-style-type: none"> <li>&gt; ID Card and Workplace Tour</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; University Context</li> <li>&gt; University Policies</li> <li>&gt; Work Area Practices</li> <li>&gt; Academic Orientation (for academic staff)</li> <li>&gt; Individual Support</li> </ul>	<ul style="list-style-type: none"> <li>&gt; UniSuper Consult</li> <li>&gt; Meeting with Team/Stakeholders</li> <li>&gt; Corporate Health Safety and Wellbeing (HSW) Induction</li> <li>&gt; Aboriginal Cultural Awareness Induction Course</li> <li>&gt; Recordkeeping Induction Course</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Cybersecurity Induction Course</li> <li>&gt; <i>If research role</i> - Enrol in Epigeum Research Integrity Course</li> <li>&gt; Introduction to MyUni</li> <li>&gt; People Leaders – Team work plans, PDR</li> </ul>

## FIRST MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> <li>&gt; Check-in Conversation</li> <li>&gt; First Probation meeting (<i>Professional staff only</i>)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Education Services for Overseas Students (ESOS) Induction Course</li> <li>&gt; Copyright Induction Course (<i>if relevant to role</i>)</li> <li>&gt; Sexual Harassment and Sexual Assault - what are the drivers and how can staff respond?</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Working with Integrity</li> <li>&gt; Conflict of Interest</li> <li>&gt; Understanding Power Dynamics and Close Personal Relationships</li> <li>&gt; Learning, Teaching and Research Orientation</li> <li>&gt; People Leaders - Manager's Induction</li> </ul>

## THIRD MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> <li>&gt; Check-in Conversation</li> <li>&gt; Second Probation meeting (<i>Professional staff</i>) / Probation Meeting (<i>Fixed-term Academic staff</i>)</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 (<i>academic only</i>)</li> <li>&gt; Environmental Sustainability on Campus</li> <li>&gt; Induction course (teaching and student contact)</li> </ul>	