

Casual 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	New Starter
<ul style="list-style-type: none"> > Contact New Starter > Identify Induction Coordinator > Notify Work Area Staff > Feed into New Starter Induction Agenda 	<ul style="list-style-type: none"> > Prepare New Starter Agenda > Work Preparation – IT and Essential services > Prepare Induction pack > Arrange workstation > Add to relevant branch/team/project meetings > Update phone/contact lists 	<ul style="list-style-type: none"> > Accept Contract > Complete onboarding activities (e.g. bank, tax, superannuation)

FIRST DAY

Line Manager	Induction Coordinator	New Starter
<ul style="list-style-type: none"> > Welcome and Introduction Meeting 	<ul style="list-style-type: none"> > ID Card and Workplace Tour > Local Health and Safety Induction > Administrative Training 	<ul style="list-style-type: none"> > Review Induction Webpage > Review time

FIRST WEEK & BEYOND

Line Manager	New Starter
<ul style="list-style-type: none"> > Induction Meeting > Check-in Conversation 	<ul style="list-style-type: none"> > Meet with course coordinator (<i>academic staff</i>) > UniSuper Consult > Corporate Health Safety and Wellbeing (HSW) Induction > Complete relevant induction courses as agreed with Supervisor that may include: <ul style="list-style-type: none"> • Working with Integrity • Conflict of Interest • Sexual Harassment and Sexual Assault. What are the drivers and how can staff respond? • Understanding Power Dynamics and Close Personal Relationships