

Existing Staff Transfer 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 > Identify Buddy (optional) > 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 Pay Critical Forms (e.g. bank, tax, superannuation)

FIRST DAY

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

FIRST WEEK

Line Manager	New Starter	
<ul style="list-style-type: none"> > Work Area Practices > Individual Support 	<ul style="list-style-type: none"> > UniSuper Consult > Meeting with Team/Stakeholders > Corporate Health Safety and Wellbeing (HSW) Induction > Aboriginal Cultural Awareness Induction Course > Recordkeeping Induction Course 	<ul style="list-style-type: none"> > Cybersecurity Induction Course > <i>If research role</i> - Enrol in Epigeum Research Integrity Course > Introduction to MyUni (<i>if relevant</i>) > People Leaders – Team work plans, PDR

FIRST MONTH

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

THIRD MONTH

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