Induction Checklist
Professional New Starter

THE UNIVERSITY of ADELAIDE

Staff Member Details

ID:	xxx	**Name:**	xxx	
Position:	xxx			
School/Branch:	xxx		**Commencement Date:**	xxx
Line Manager:	xxx		**Induction Coordinator*:**	xxx

*Induction Coordinator: The induction coordinator is someone nominated by the Line Manager to support the induction process. This role may be performed by more than one person.

The checklist below includes recommended induction tasks to be undertaken within the first 3 months of a new starter's commencement with the University. The list does not include local processes and activities that are essential to ensuring the staff member is inducted effectively into the School/Branch. Work areas may choose to include additional activities in the word version of this checklist so that it reflects local needs.

Pre-Commencement

Done	Task	Responsibility
	Contact New Starter Contact the new starter and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking etc.).	Line Manager
	Identify Induction Coordinator Identify and liaise with an appropriate Induction Coordinator* to assist with induction set-up. Ensure the nominated Induction Coordinator understands their role and responsibilities. Whilst tasks can be allocated to the Induction Coordinator, the Line Manager has overall accountability for ensuring these are undertaken. If no Induction Coordinator is nominated, the Line Manager will perform this role.	Line Manager
	Notify Work Area Staff Email School/Branch/team in the week prior to advise when the new staff member will be commencing. Provide brief outline of new starter's background, role, reporting line and their location.	Line Manager
	Identify Buddy (Optional) Identify an appropriate buddy who can assist the new starter to settle in. A buddy is usually someone working at a similar level within the same School/Branch, but not necessarily the same team and is chosen because they would be a good role model for the new starter. Notify the buddy of your nomination and the new starter's commencement date.	Line Manager
	Prepare New Starter Induction Agenda Schedule time in calendar with relevant staff and populate the Induction Agenda with these meetings. Staff may include, but not limited to: • Line Manager – for Local Health & Safety Induction (page 2) • Induction Coordinator – for Workplace Tour & Administrative Training (page 2-3) • Line Manager – Induction and regular meetings • Line Manager – First Probation Meeting • Other team member / stakeholder meetings • *Other meetings as appropriate from the information below*	Induction Coordinator

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	Preparation ahead of new starter commencement	

	• Arrange essential services by completing the relevant New Starter Form to arrange the following services as necessary (noting that some services may take up to a week to be actioned), e.g.:
	   o Building access (*If card access cannot be granted by start date, ensure access is available through other means.*)
	   o Data and Voice Request
	   o Telephone Directory Amendment Form
	   o Mobile Request Form
	   o Records Management Licence Transfer or Application
	   o Shared Network Folder Request
	• Arrange computer hardware and any other equipment the person requires to perform their role. If not organised through administrative support person in the area, complete hardware arrangements here.
		Induction Coordinator

	• Prepare an Induction pack for the new starter. You may wish to include the following personalised induction agenda, key contact list, strategic/operational/business plans, organisational charts, projects plans/calendars, process instructions, and anything else which will help the new staff member to perform their role.	
	• Arrange a workstation/office, chair, storage, stationery, mobile phone / iPad (if applicable) and business cards (if applicable). If a hybrid working arrangement is available and the new starter will be working from home at times, there are expectations and responsibilities that must be considered. Details are included in the First Week section below under Work Area Practices.	
	• Add the new starter to regular team/area/project meetings in calendar and upcoming key events.	
	• Arrange for updates to the phone/contact list, local distribution lists, floor plans, organisation charts, door/workstation name plates etc.	

First Day

Done	Task	Responsibility
	Welcome and Introduction meeting • Provide Induction Pack (run through agenda & any information handouts). • Introduce to immediate team members, designated Induction Coordinator, wider School/Branch colleagues and any other staff as appropriate. • Show new starter to their workstation. • Introduce new starter to their Buddy. • Check with new starter that they have returned their bank, tax and superannuation forms. If not they should forward to hrservicecentre@adelaide.edu.au in order to be paid in the next available fortnightly pay cycle.	Line Manager

	ID Card and Workplace tour
	• For ID card, take photo identification and staff ID number and visit Ask Adelaide in the relevant location:
	   o North Terrace Campus - Hub Central, Level 3
	   o Waite Campus - McLeod House, Lower Ground
	   o Roseworthy Campus - Roseworthy College Hall, Student Services Office.
	   If unable to visit in person lodge your request online.
	• Passwords are able to be set-up through Manage your Account or alternatively in person at Ask Adelaide.
	• Set up Multi-Factor Authentication (MFA).
	• Provide a tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols or requirements.
		Induction Coordinator

	Role Clarity • Discuss key responsibilities and broad expectations of the role with new starter. • Discuss initial tasks/projects, and any immediate or urgent activities. Ensure new starter is appropriately set up to begin work on agreed tasks. • Outline the relevant Induction Courses for completion – over the first three months.	Line Manager

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	Local Health & Safety Induction • Provide a Local Health and Safety Induction which covers the information that the 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 Induction Information Sheet). • Complete the Corporate HSW Induction within the first week of commencement.	Line Manager
	Administrative Training • Shared drive • Outlook / Calendar (shared calendars, room booking, e-signature set-up). • Local intranet • HR Website (SSO, PDR, HSW) • Marketing & Communications Website (document templates). • Phone procedures (including voicemail set-up) • Mail (incoming, internal, external) • Overview of office equipment (e.g. printer/photocopier) • Check that the new starter has been added to the University Phone Directory and School/Branch phone list, and a name plate ordered for desk/office door (if applicable).	Induction Coordinator

First Week

Done	Task	Responsibility
	^_These discussions may be combined into one induction meeting_	
	University Context^ Provide new starter with overview of the following: o University organisational and governance structure (including committees and organisational charts). o Faculty/Division and School/Branch. o Other key contacts (teams and individuals) within the School/Branch. o Where to find further information, including the induction website.	Line Manager
	University Policies and Procedures^ • Discuss relevant policies, procedures, delegations, legislation, Enterprise Agreement clauses, Code of Conduct and Staff Values and Behaviour Framework. • All University staff engaged in the development and maintenance of any international collaboration are required to comply with obligations as set by the Australian Federal Government. All staff must be aware of their obligations. These web resources provide further information and guidance about foreign compliance. • If relevant to the new starter's role, it is important to highlight the University's Early Intervention Group (EIG). The EIG provides information, advice and support for staff managing inappropriate student behaviour.	Line Manager

	Work Area Practices^
	• Discuss School/Branch/Team approach to work arrangements including flexible working arrangements, notifying illness, applying for leave, work hours, rostering, stationery etc.
	• Discuss any work area practices, team meetings, networks, working from home arrangements.
	• When working from home it is the individual's responsibility to ensure the following:
	   o Adherence to your Health, Safety and Wellbeing responsibilities as set out by the University in the HSW Handbook
	   o Adjust home work environment/work station in accordance with our Workstation Ergonomic Guidelines. If possible, maintain a dedicated workspace.
	   o Abide by all relevant University policies, procedures and the Code of Conduct
	   o Adherence to SecureIT practices, including recommendations on accessing University systems and tools for communication and data storage
		Line Manager

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Done	Task	Responsibility
	• Must report any injury from an accident while working from home to the University, by following the requirements set out in the Incident reporting and Investigation chapter of the Health Safety and Wellbeing (HSW) Handbook. UniSafe app is a HSW incident reporting system that can be accessed through your mobile or web browser.	
	Individual Support^ • Identify essential processes and systems training. • Continue project handover as relevant. • Provide new starter with documents, such as the Strategic Plan, work area Business Plans and relevant webpages to consider and review. • Identify any further assistance the new starter might require, and provide opportunity to ask questions.	Line Manager

First Month

Done	Task	Responsibility
	First Probation Meeting • Ensure staff member has a clear understanding of the role and clarify duties. • Discuss position objectives and agree on individual key performance targets/objectives. • Determine measures for performance and how these will be assessed. Documentation such as position classification standards, position descriptions and the selection criteria for the position will inform this conversation. • This meeting should be for probation only. • Probation conversations should be documented. • See the University of Adelaide Enterprise Agreement (clause 2.5.1). At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support.	Line Manager
	Check-in Conversation • Discuss progress through induction process with new starter, and completion of induction courses. • Address any challenges, answer questions and provide feedback • Discuss how Planning, Development and Review (PDR) will work and schedule first meeting. • Identify any specific training to be undertaken in the next 3 months (i.e. Manager's Induction, PDR training, Change workshops etc.) to support the new starter in their role. This may include Epigeum Research Integrity Course which is compulsory for completion within first three months for staff associated with Research.	Line Manager

Third Month

Done	Task	Responsibility
	Check-in Conversation • Confirm completion of induction courses • Address any challenges, answer questions and provide feedback	Line Manager
	Second Probation Meeting • Review progress against performance targets/objectives • During the probation period, inform the new starter of any deficiencies in their performance or conduct and the improvements necessary to meet the required standard. • See the University of Adelaide Enterprise Agreement (clause 2.5.1). At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support. • Schedule final probation meeting no later than 5 month after commencement	Line Manager

Signatures

Please sign to confirm completion of induction tasks

New Starter: _____   Date: _____

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Line Manager: _____   Date: _____

Checklist to be retained and stored locally.

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