

Induction Checklist

Casual

Staff Member Details			
ID:	xxx	Name:	xxx
Position:	xxx		
School/Branch:	xxx	Commencement Date:	xxx
Supervisor:	xxx	Induction Coordinator*:	xxx

***Induction Coordinator:** The induction coordinator is someone nominated by the Supervisor 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 upon commencement of a new casual staff member. As casual employment can be varied the Supervisor and/or Induction Coordinator will need to use their discretion to ensure the induction is relevant and appropriate for the staff member.

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
<input type="checkbox"/>	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.)	Supervisor
<input type="checkbox"/>	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 Supervisor has overall accountability for ensuring these are undertaken. If no Induction Coordinator is nominated, the Supervisor will perform this role.	Supervisor
<input type="checkbox"/>	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.	Supervisor
<input type="checkbox"/>	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: <ul style="list-style-type: none"> • Supervisor – for Local Health & Safety Induction (page 2) • Induction Coordinator – for Workplace Tour & Administrative Training (page 2-3) • Supervisor – Induction and regular meetings • Other team member / stakeholder meetings • <i>Other meetings as appropriate from the information below</i> 	Induction Coordinator
<input type="checkbox"/>	Preparation ahead of new starter commencement <ul style="list-style-type: none"> • 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.: <ul style="list-style-type: none"> ○ Building access (<i>if card access cannot be granted by start date, ensure access is available through other means</i>) ○ Data and Voice Request ○ Telephone Directory Amendment Form ○ Mobile Request Form ○ Records Management Licence Transfer or Application ○ Shared Network Folder Request 	Induction Coordinator

	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> Add the new starter to regular team/area/project meetings in calendar and upcoming key events. 	
	<ul style="list-style-type: none"> 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
<input type="checkbox"/>	Welcome and Introduction meeting <ul style="list-style-type: none"> Provide Induction Pack (run through agenda & any information handouts). Discuss key responsibilities and broad expectations of the role. Discuss initial tasks/projects and ensure new starter is appropriately set up to begin work on agreed tasks. 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. Remind casual to complete on-boarding tasks in Staff Services Online (SSO). Ensure they are familiar with the CAPS website for help guides and general CAPS information. Review the full list of Induction Courses and determine which courses are most relevant for the role. 	Supervisor
<input type="checkbox"/>	ID Card and Workplace tour <ul style="list-style-type: none"> For ID card, take photo identification and staff ID number and visit Ask Adelaide in the relevant location: <ul style="list-style-type: none"> North Terrace Campus - Hub Central, Level 3 Waite Campus - McLeod House, Lower Ground 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
<input type="checkbox"/>	Local Health and Safety Induction <ul style="list-style-type: none"> 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. 	Supervisor
<input type="checkbox"/>	Administrative Training <ul style="list-style-type: none"> Take new starter through how to submit a timesheet through SSO and explain the timesheet submission and validation deadlines. Resources available on the Casual Staff section of the CAPS Website. Shared drive 	Induction Coordinator

	<ul style="list-style-type: none"> • 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, and 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. 	
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First Week & Beyond

Done	Task	Responsibility
<input type="checkbox"/>	<p>Induction Courses and other relevant learning</p> <ul style="list-style-type: none"> • Complete Corporate Health Safety and Wellbeing (HSW) Induction • Understanding the Context for Sexual Violence (UCSV) Course • Determine which Induction Courses should be completed as relevant to role: <ul style="list-style-type: none"> ○ Cybersecurity Induction Course ○ Aboriginal Cultural Awareness Induction Course ○ Introduction to MyUni (academic and professional staff providing academic support) ○ Epigeum Research Integrity Induction Course – recommended for Academics & Professional Staff associated with research ○ Recordkeeping Induction Course ○ Education Services for Overseas Students (ESOS) Induction Course ○ Copyright Induction Course – only required for Academic staff Level B and above, Level A academics in a teaching role and professional staff in a role that requires an understanding of copyright. ○ Equal Opportunity (EO) Induction Course ○ Fraud & Corruption Control Induction Course ○ Legal Compliance Induction Course ○ Mental Health Awareness – Responding to Students Induction Course – only required for Teaching staff and professional staff who have contact with students. ○ Environmental Sustainability on Campus 	Supervisor
<input type="checkbox"/>	<p>Induction Meeting (<i>Manager to determine content as relevant to role</i>)</p> <p>Discuss and explain the following with the new starter as appropriate to their role and responsibilities:</p> <ul style="list-style-type: none"> ○ University context – structure, governance, local work area. ○ University policies – relevant policies, procedures, delegations, Enterprise Agreement clauses, Code of Conduct and Staff Values and Behaviour Framework. ○ Foreign Compliance - 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. ○ Work area practices – flexible working arrangements, notifying illness, applying for leave, work hours, rostering, stationery etc. ○ Individual support – process/system training, documents and webpages, handover of projects and tasks, opportunity to ask questions and identify if there are any further training requirements. ○ For Academic Casuals as applicable – Learning and Teaching, SELT process, MyUni online course information and training requirements, expectations including teaching timetables and all-student email lists, research duties and Australian Code for the Responsible Conduct of Research. 	Supervisor

<input type="checkbox"/>	<p>Check-in Conversation</p> <ul style="list-style-type: none"> • Review progress with Induction, understanding of Faculty/Division and the University, completion of online induction courses etc. • Troubleshoot any issues, answer questions, and provide feedback. • Identify any role/individual specific training to be undertaken in the next 3 months. 	Supervisor
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Signatures

Please sign to confirm completion of induction tasks

New Starter: _____ Date: _____

Supervisor: _____ Date: _____

Checklist to be retained and stored locally.