

Induction at the University of Adelaide

Induction is the process through which new staff members are welcomed to the University and provided with the essential information they need in order to understand the University's way of operating and their new role.

At the University of Adelaide Induction is made up of the following components, each of which serves a specific purpose:

- **On-boarding:** gathering required information from the new staff member and ensuring everything is ready for them to commence work
- **University Induction:** sharing knowledge and information relevant to working at the University, and at times tailored to the new staff member's role
- **Work Area Induction:** introducing detailed and work area specific information that will support the new staff member achieve success in their role.

The University of Adelaide Induction Framework provides an overview of how the components of Induction intersect and who is responsible for the tasks within each component.

Induction at the University begins pre-commencement, and continues for up to three months. To ensure information is provided at the most appropriate time in a new staff member's employment the Induction pathways have been designed in 5 phases. Each phase lists a number of tasks to be completed, and has a focus area that creates an incremental approach to inducting a new staff member.

- **Pre Commencement:** on-boarding; ensures relevant technical and administrative preparation has occurred
- **First Day:** connecting; critical for welcoming new staff members and providing information that supports positive engagement from the outset
- **First Week:** familiarising; activities undertaken in the first week are vital to establishing a sound understanding of roles, responsibilities and local work area practices
- **First Month:** engaging; getting to know the team and understanding priorities in the broader context of their new role.
- **Third Month:** achieving; proactively managing work activities to achieve targets and planning for the next three months.

Induction at the University of Adelaide

Induction experiences significantly influence successful integration into a new role and for this reason, responsibility for Induction at the University of Adelaide is shared. In addition to the new staff member, the Line Manager also has key responsibilities to ensure the induction process operates effectively.

For some tasks, the Line Manager may engage the assistance of another local team member, referred to in the Induction Framework as an 'Induction Coordinator'. The Induction Coordinator supports and arranges the delivery of critical induction tasks as determined by the Line Manager, to help ensure a smooth and welcoming process for new staff members. Some work areas will not have a designated Induction Coordinator and if this is the case, the Line Manager will most likely fulfil that role.

Further details about the key roles and responsibilities in the induction process are outlined in the *Induction Roles & Responsibilities* table.

A powerful induction experience benefits new staff and the organisation by creating a positive perception of the University. High quality induction increases efficiencies by supporting staff to become productive sooner and ensuring a motivated, professionally satisfied workforce.

Induction is an opportunity for individual's to establish positive professional relationships, excellent communication practices and feel well equipped for achieving success in their role, right from the beginning of their employment.

Induction Roles and Responsibilities

<p>Human Resources Team</p> <p>HR provide the overarching approach to Induction at the University and support with training, monitoring and support.</p>	<ul style="list-style-type: none"> • Develop and maintain Induction Framework, Induction Procedure and University-level information for new staff member including induction webpage and face-to-face/online induction courses • Ensure new staff experience a sense of welcome from University level (through their appointment letter, general feel of webpage and online/face to face courses) • Develop and maintain mechanism for prompting and tracking Induction (i.e. checklist, eventually online and visible to each role in the process) • Provide guidance, support and training for Line Managers and others in the process • Ensure Induction Courses are easily accessible, consistent and allows for compliance to be monitored • Provide a mechanism to report compliance for induction courses
<p>Faculty/Division or School/Branch</p> <p>The Faculty has responsibility for supporting hiring managers and any tailoring of the induction.</p>	<ul style="list-style-type: none"> • Prompt Hiring Manager before new starter commences and offer support to ensure Manager is clear on their responsibilities • Consider any faculty-specific tailoring that should be made to checklists/new starter agenda • Add new starter to any relevant contact lists, webpages or distribution lists • Develop and make available organisational structures for the Faculty and School/Branch (i.e. on intranet) • Consider meeting with new starter during first week, especially those involved in selection panel • Flag any issues or improvements with the HR Team as they arise
<p>Hiring Manager / Line Manager</p> <p>Line Manager has overall accountability for their new starter's induction experience.</p>	<ul style="list-style-type: none"> • If possible, identify an Induction Coordinator, delegate appropriate tasks and provide direction • Personal welcome to team/Branch – email team/Branch prior to commencement, arrange welcome coffee or meeting with team • Provide role specific information and expectations • Identify stakeholders for new starter to meet • Identify a buddy (optional) • Responsible for monitoring completion of induction training courses • First and third month check-in meetings to ensure staff member is on track in their Induction and has the opportunity to ask questions. • Identify training needs (system and other) • Set up probation plan – discuss probation, set-up review meetings, set expectations in first meeting

Induction Roles and Responsibilities (contd.)

<p>Induction Coordinator The induction coordinator is identified by the Line Manager and may have some administrative and other tasks delegated to them. <i>In some cases it may not be possible to identify an Induction Coordinator, if this is the case, the Line Manager will be responsible for these tasks.</i></p>	<p>These tasks may be completed by the Hiring/Line Manager, or delegated to a local Induction Coordinator as determined by the Manager. If delegated by Manager:</p> <ul style="list-style-type: none"> ○ First day/week agenda - scheduling and populating ○ Pack of documents – manager to identify documents for inclusion ie. Planning docs, org charts, contact lists, project plans ○ Administrative set-up – work station set-up, system access, computer ordering ○ Set-up stakeholder meetings – as identified by Manager ○ Taking staff to get staff card ○ Discuss team norms – start times, how the team works ○ Administrative orientation – printer, S drive folder, e-signature etc. ○ Conduct floor/Branch/School introductions and tour ○ Conduct local HSW induction
<p>New Starter To actively participate in the Induction and seek assistance along the way.</p>	<ul style="list-style-type: none"> ● Work through the Induction webpage, making any notes to ask of Line Manager ● Actively participate in line manager / stakeholder meetings and seek clarification on University processes, role etc. ● Complete induction courses as per the recommended timeframes
<p>Buddy (Optional) This is an informal connection which provides the new starter with a contact outside of their team who can support them in beginning their new role.</p>	<ul style="list-style-type: none"> ● Arrange coffee catch-up – answer questions, provide clarity and support as needed

Induction Resources and Tools

There are a range of resources and tools to support the Induction process.

Induction Pathway Overviews

The following pages include Induction Pathway Overviews which have been developed to outline the induction phases, the required tasks, recommended timeframes, and responsible person at a high level. The pathways are tailored to the individual needs of each type of staff engagement:

- New Staff (continuing and fixed term contracts)
- Existing Staff Transfer
- New Casual Staff
- New Executive/Senior Leaders

Induction Checklists

Like the Induction Pathway Overviews, there is an Induction Checklist for each new starter type. The Checklists are designed for Line Managers and Induction Coordinators to detail the Induction tasks and activities recommended for an effective induction for new starters. The individual needs of each type of staff engagement have been taken into consideration however can be tailored for any work area specific tasks or activities.

Induction Agenda

- The Induction Agenda is available as a template on the Induction Website.
- The Induction Coordinator is usually responsible for scheduling meetings and other activities and subsequently populating and personalising the Induction Agenda and providing to the new starter upon commencement.
- There will be tasks that the new starter needs to take responsibility for organising or completing. These activities are identifiable in the Responsible column of the Agenda.
- This document will be accessible by the new starter however will include a “template” watermark and will refer to the personalised version to be provided by their Induction Coordinator.

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"> > 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"> > ID Card and 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"> > University Context > University Policies > Work Area Practices > Academic Orientation (for academic staff) > 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 > People Leaders – Team work plans, PDR

FIRST MONTH

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

THIRD MONTH

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

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>)

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

Executive/Senior Leader 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	
<ul style="list-style-type: none"> > Agree Induction tasks with Induction Coordinator/s including stakeholder meetings 	<ul style="list-style-type: none"> > Contact new starter for first day arrangements > Agree tasks and meetings with line manager > Agree division of tasks if there is more than one induction coordinator > Notify work area 	<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
New Starter		
<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"> > Role Clarity meeting 	<ul style="list-style-type: none"> > Welcome and introduction meeting > 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

Line Manager	New Starter	
<ul style="list-style-type: none"> > Induction and University context meeting > Schedule Probation Meeting/s 	<ul style="list-style-type: none"> > UniSuper Consultation > Meeting with Stakeholders > Corporate Health Safety and Wellbeing (HSW) Induction > Aboriginal Cultural Awareness Induction Course 	<ul style="list-style-type: none"> > Recordkeeping Induction Course > Cybersecurity Induction Course > <i>If research role</i> - Enrol in Epigeum Research Integrity Course > People Leaders – Team work plans, PDR
Induction Coordinator		
<ul style="list-style-type: none"> > University Policies > Work Area Practices > Individual Support 		

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>) > Understanding Power Dynamics and Close Personal Relationships 	<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?

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>)

For any questions regarding the Induction Framework please contact
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