

Induction Checklist

Academic New Starter

New Starter Details			
Name:			
Position:			
School/Branch:		Commencement Date:	
People Leader:		Induction Coordinator*:	

**Induction Coordinator: The Induction Coordinator is someone nominated by the People Leader to support the Induction process. This role may be performed by more than one person.*

This checklist is designed to support People Leaders and Induction Coordinators with inducting new staff to the University. It includes recommended tasks to be undertaken within a new starters first three months.

Additional information can be found on the University of Adelaide [Induction Website](#).

There may be additional processes or activities relevant to your local area that are not included in this template. You may choose to add information about those processes in the word version of this checklist so that it reflects your local needs.

Pre-Commencement		
Done	Task	Responsibility
<input type="checkbox"/>	<p>Notify Work Area Staff Email (or post in Teams) 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, and their location.</p>	People Leader
<input type="checkbox"/>	<p>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.</p> <p>The People Leader has overall accountability for the induction process but can allocate tasks to an induction coordinator if appropriate. If no Induction Coordinator is nominated, the People Leader will perform this role.</p>	People Leader
<input type="checkbox"/>	<p>Arrange Essential Services Complete the relevant New Starter Forms to arrange the following services as necessary (noting that some services may take up to a week to be actioned):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building access (If card access cannot be granted by start date, ensure access is available through other means such as a local visitor pass) <input type="checkbox"/> Shared Network Folder Request. <input type="checkbox"/> Arrange computer hardware and any other equipment the person requires to perform their role (including iPad/mobile phone if applicable). If not organised through administrative support person in the area, complete hardware arrangements here. <input type="checkbox"/> Data and Voice Request (where not already set up on existing phone) 	Induction Coordinator
<input type="checkbox"/>	<p>Contact New Starter</p> <ol style="list-style-type: none"> 1. Confirm arrangements for first day: <ul style="list-style-type: none"> • where to meet and who will meet them • start time 	People Leader

	<ul style="list-style-type: none"> parking information what to bring (i.e. ID to collect Staff ID card). 	
<input type="checkbox"/>	<p>Arrange workstation</p> <ul style="list-style-type: none"> workstation/office, chair, storage, stationery, <p>If applicable:</p> <ul style="list-style-type: none"> business cards nameplate Consider whether your local area has or wants to purchase any University merchandise for your new hire – such as a lanyard for their staff ID card 	Induction Coordinator
<input type="checkbox"/>	<p>Prepare New Starter Induction Agenda and Schedule Meetings</p> <p>Schedule time in calendar with relevant staff and populate the Induction Agenda with these meetings. At a minimum, ensure the following meetings are included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> People Leader – Welcome and introduction meeting <input type="checkbox"/> Induction Coordinator – Local HSW Induction <input type="checkbox"/> Induction Coordinator – Workplace tour and administrative training (see below) <input type="checkbox"/> People Leader – Probation Meetings <p>Other meetings you may want to schedule include, but are not limited to:</p> <ul style="list-style-type: none"> Workplace Tour, Staff ID pick-up, Administrative Training (see below) Role Induction and regular one-on-one meetings Other team member/stakeholder meetings 	Induction Coordinator
<input type="checkbox"/>	<p>Add the New Starter to local items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> regular team/area/project meetings in calendar <input type="checkbox"/> upcoming key events <input type="checkbox"/> shared inboxes <input type="checkbox"/> MS Teams or SharePoint sites <p>Arrange for updates to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> local phone/contact list, <input type="checkbox"/> local distribution lists, <input type="checkbox"/> floor plans, <input type="checkbox"/> organisation charts 	Induction Coordinator
<input type="checkbox"/>	<p>Prepare an Induction pack for the New Starter</p> <p>You may wish to include: personalised Induction agenda, key contact list, strategic/operational/business plans, organisational charts, projects plans/calendars, process or local work instructions, and anything else which will help the new staff.</p>	
<input type="checkbox"/>	<p>Identify Buddy (optional)</p> <p>Select a Buddy to help the New Starter settle in. The Buddy should be at a similar level within the same School/Branch and a good role model. Inform the Buddy of their role and the New Starter's start date. There is additional information about using a buddy as part of induction on the Managing Induction website.</p>	

First Day		
Done	Task	Responsibility
^These discussions may be combined into one Induction meeting		
	<p>Welcome and Introduction Meeting^</p> <ul style="list-style-type: none"> Show New Starter to their workstation/office. 	People Leader

	<ul style="list-style-type: none"> • Provide Induction Agenda and note schedule for remainder of Day/Week 1 • Provide Induction Pack or relevant reading (can be via email) • Introduce to immediate team members, designated Induction Coordinator, wider School/Branch colleagues and any other staff as appropriate. • Introduce New Starter to their Buddy (can be via email) 	
	<p>Workplace Tour Provide a tour of floor/building/campus including amenities, facilities, meeting rooms, printers/photocopiers or other equipment, and any associated protocols or requirements. <i>You may choose to combine this with the local HSW induction depending on your local context</i></p>	Induction Coordinator
	<p>Local Health and Safety Induction which covers the information that the New Starter should know in order to operate safely within their new work environment, including any general safety information required by the School/Branch/area.</p>	
	<p>Collect Staff ID Card For Staff ID card, take government issued photo identification and staff ID number and visit Ask Adelaide in the relevant location:</p> <ul style="list-style-type: none"> • North Terrace Campus – Hub Central, Level 3 • Waite Campus – check with Hub Central on current arrangements • Roseworthy Campus – Student Services Office. 	Induction Coordinator
	<p>Role Clarity[^] Discuss:</p> <ul style="list-style-type: none"> • Adelaide Academic Role Statements and minimum standards of performance and measures through Individual Academic Profile (IAP). • Broad expectations of the role with New Starter. • Initial priorities, 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. 	People Leader
	<p>Administrative Set up and Training[^] It can be useful to have someone help orient the new staff member to some of the basic tools and systems and ensure access that was requested via the New Starter forms pre-commencement has been granted.</p> <p>A list with relevant links is included in the New Starter agenda for new starter's to work through, but it is recommended to have someone on hand to assist with any troubleshooting as required.</p>	Induction Coordinator

First Week

Done	Task	Responsibility
[^] <i>These discussions may be combined into one Induction meeting</i>		
	<p>University Context[^] Provide New Starter with overview of the following:</p> <ul style="list-style-type: none"> • University strategies and plans and how these relates to the role. • University organisational and governance structure (including committees and organisational charts). • Faculty/Division and School/Branch. • Other key contacts (teams and individuals) within the School/Branch. • Where to find further information, including the Induction website. 	People Leader
	<p>University Policies and Procedures[^]</p> <ul style="list-style-type: none"> • Discuss relevant Policies, Procedures, Delegations, Legislation, Enterprise Agreement clauses, Code of Conduct and Staff Values and Behaviour Framework. 	People Leader

	<ul style="list-style-type: none"> 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. 	
	<p>Work Area Practices[^]</p> <ul style="list-style-type: none"> 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. 	People Leader
	<p>Academic Orientation[^]</p> <p>Teaching</p> <ul style="list-style-type: none"> Discuss their teaching background and, if applicable, direct the New Starter to the Learning and Teaching webpage. Discuss MyUni online course information and identify any training requirements. Encourage the New Starter to make contact with the Learning Enhancements team. If applicable, discuss teaching and course/program coordination duties and expectations including teaching timetables and student distribution lists for courses. If applicable, discuss the Student Evaluation of Learning and Teaching (SELT) process. If the staff member will be supervising HDR students, discuss supervision expectations, and prompt new starter to complete HDR Supervisor Induction and apply to join the Supervisor Register <p>Research</p> <ul style="list-style-type: none"> Discuss research duties, expectations and opportunities for funding. Ensure New Starter is made aware of the requirements of the Australian Code for the Responsible Conduct of Research. Prompt New Starter to enrol in the Epigeum Research Integrity course. This is compulsory for completion within the New Starter's first three months. Staff new to the University are encouraged to participate in the ADEPT CPD Framework Developing Educators pathway. <p><i>Links to additional information and resources for academic new starters can be found on the Induction website.</i></p>	People Leader
	<p>Individual Support[^]</p> <ul style="list-style-type: none"> Identify essential processes and systems training. Provide New Starter with their induction pack, including any relevant strategic or operational plans. Identify any further assistance the New Starter might require and provide opportunity to ask questions. 	People Leader

First Month

Done	Task	Responsibility
	<p>Check-in Conversation</p> <ul style="list-style-type: none"> Review progress with Induction, understanding of Faculty/Division and the University, completion of Induction courses etc. Troubleshoot any issues, answer questions, and provide feedback. 	People Leader

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	<ul style="list-style-type: none"> • Discuss Planning, Development and Review (PDR) and schedule first meeting. • Identify any role/individual specific training to be undertaken in the next three months (i.e.PDR training, Change workshops etc.). • Discuss probation process and schedule probation meeting (for fixed term academic staff this should be at 3 months, and for continuing academic staff at around 1.5 years) More information about the probation process can be found here. 	
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Third Month

Done	Task	Responsibility
	Check-in Conversation <ul style="list-style-type: none"> • Confirm completion of Induction courses. • Confirm completion of Epigeum Research Integrity course. • Address any challenges, answer questions and provide feedback. 	People Leader
	Probation Meeting (fixed-term Academic staff only – normally scheduled no later than four weeks before the end of the probation period). More information about the probation process can be found here . <ul style="list-style-type: none"> • Based on the relevant classification standards, review performance against key objectives agreed at commencement of contract. • Address any challenges, answer questions and provide feedback. • During a staff member’s probation period, inform them of specific areas for improvement in their teaching practice, performance or conduct and the changes necessary to meet the required standard. • See the University of Adelaide Enterprise Agreement (clause 2.5.2). At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support. 	People Leader