

Induction Checklist

Casual

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 below includes recommended Induction tasks to be undertaken upon commencement of a new casual staff member. It is designed to support People Leaders and Induction Coordinators with inducting new staff to the University.

Casual staff are an important part of our University community, and their roles are incredibly varied. The People Leader and/or Induction Coordinator will need to use their discretion to ensure the Induction is relevant and appropriate for the staff member while also ensuring they are supported to succeed in their engagement with the University. This checklist provides an overall guide of the types of things you may want to consider as part of induction for a casual staff member, but will need to be tailored to the specific context.

Additional information can be found on the University of Adelaide [Induction Website](#). Information specific to HR processes for casual staff can be [found here](#).

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"/>	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, reporting line and their location.	People Leader
<input type="checkbox"/>	Identify Induction Coordinator (if applicable) Identify and liaise with an appropriate Induction Coordinator* to assist with Induction set-up. Ensure the nominated Induction Coordinator understands their role and responsibilities. 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.	People Leader
<input type="checkbox"/>	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): <input type="checkbox"/> Building access (<i>If card access cannot be granted by start date, ensure access is available through other means such as a local visitor pass</i>). <input type="checkbox"/> There is a fee for casual staff or visitor ID cards. More information can be found here . <input type="checkbox"/> Shared Network Folder Request	Induction Coordinator

	<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 (if applicable and not set up on existing phone)	
<input type="checkbox"/>	Contact New Starter 1. Confirm arrangements for first day: <ul style="list-style-type: none"> • where to meet and who will meet them • start time • parking information • what to bring (i.e. government issued ID to collect Staff ID card). 	
<input type="checkbox"/>	Arrange workstation <ul style="list-style-type: none"> • workstation/office, • chair, • storage, • stationery, If applicable: <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"/>	Prepare New Starter Induction Agenda and Schedule Meetings Schedule time in calendar with relevant staff and populate the Induction Agenda with these meetings. At a minimum, ensure the following meetings are included: <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) Other meetings you may want to schedule include, but are not limited to: <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 	
<input type="checkbox"/>	Add the New Starter to local items as applicable: <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 Arrange for updates to: <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, 	
<input type="checkbox"/>	Prepare an Induction pack for the New Starter. 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 member.	

First Day		
Done	Task	Responsibility
	<p>Welcome and Introduction Meeting[^]</p> <ul style="list-style-type: none"> • Show New Starter to their workstation/office. • 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. 	People Leader
	<p>Workplace Tour</p> <p>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>	Induction Coordinator
	<p>Collect Staff ID Card</p> <ul style="list-style-type: none"> • For Staff ID card, take government issued photo identification and staff ID number and visit Ask Adelaide in the relevant location. <p>There is a fee for casual staff or visitor ID cards. More information can be found here.</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[^]</p> <p>Discuss:</p> <ul style="list-style-type: none"> • 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. • Review Induction courses and identify if any are relevant for the role 	People Leader
	<p>Administrative Set up and Training[^]</p> <p>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> <p>This is a great opportunity to take the 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.</p>	Induction Coordinator

First Week & Beyond		
Done	Task	Responsibility

	<p>Induction Meeting (<i>People Leader to determine content as relevant to role</i>) 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 • University policies – relevant Policies, Procedures, Delegations, 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. • Work area practices – flexible working arrangements, notifying illness, 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. 	People Leader
	<p>For academic casuals – as applicable</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. <p>Research</p> <ul style="list-style-type: none"> • Australian Code for the Responsible Conduct of Research. • Epigeum Research Integrity course, if applicable • Staff new to the University are encouraged to participate in the ADEPT CPD Framework Developing Educators pathway, if applicable <p><i>Links to additional information and resources for academic new starters can be found on the Induction website.</i></p>	People Leaders
	<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 three months. 	People Leaders