

# Induction Checklist

## Casual

### Staff Member Details

<b>ID:</b>	xxx	<b>Name:</b>	xxx
<b>Position:</b>	xxx		
<b>School/Branch:</b>	xxx	<b>Commencement Date:</b>	xxx
<b>Supervisor:</b>	xxx	<b>Induction Coordinator*:</b>	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
	<p><b>Contact New Starter</b> Contact the New Starter and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking etc.) Ensure they complete all Onboarding tasks and return their bank, tax and superannuation forms <u>prior</u> to commencement.</p>	Supervisor
	<p><b>Identify Induction Coordinator</b> 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.</p>	Supervisor
	<p><b>Notify Work Area Staff</b> Email School/Branch/team in the week prior to advise when the new staff member will be commencing. Provide brief outline of the New Starter’s background, role, reporting line and their location.</p>	Supervisor
	<p><b>Prepare New Starter Induction Agenda</b> Schedule time in calendar with relevant staff and populate the <span style="background-color: yellow;">Induction Agenda</span> with these meetings. Staff may include, but not limited to:</p> <ul style="list-style-type: none"> <li>Supervisor – for Local Health and Safety Induction (page 2)</li> <li>Induction Coordinator – for Workplace Tour and Administrative Training (page 2-3)</li> <li>Supervisor – Induction and regular meetings</li> <li>Other team member/stakeholder meetings</li> <li><i>Other meetings as appropriate from the information below.</i></li> </ul>	Induction Coordinator
	<p><b>Preparation ahead of New Starter commencement</b></p> <ul style="list-style-type: none"> <li>Arrange essential services by completing the relevant <a href="#">New Starter Form</a> 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"> <li>Building access (<i>if card access cannot be granted by start date, ensure access is available through other means</i>)</li> <li>Data and Voice Request</li> <li>Telephone Directory Amendment Form</li> <li>Mobile Request Form</li> </ul> </li> </ul>	Induction Coordinator

	<ul style="list-style-type: none"> <li>○ Records Management Licence Transfer or Application</li> <li>○ Shared Network Folder Request.</li> </ul>	
Pre-Commencement (cont.)		
Done	Task	Responsibility
	<p><b>Preparation ahead of New Starter commencement (cont.)</b></p> <ul style="list-style-type: none"> <li>● 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 <a href="#">here</a>.</li> </ul>	
	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	
	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Add the New Starter to regular team/area/project meetings in calendar and upcoming key events.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Arrange for updates to the phone/contact list, local distribution lists, floor plans, organisation charts, door/workstation name plates etc.</li> </ul>	

First Day		
Done	Task	Responsibility
	<p><b>Welcome and Introduction meeting</b></p> <ul style="list-style-type: none"> <li>● Provide Induction Pack (run through agenda and any information handouts).</li> <li>● Discuss key responsibilities and broad expectations of the role.</li> <li>● Discuss initial tasks/projects and ensure the New Starter is appropriately set up to begin work on agreed tasks.</li> <li>● Introduce to immediate team members, designated Induction Coordinator, wider School/Branch colleagues and any other staff as appropriate.</li> <li>● Show the New Starter to their workstation.</li> <li>● Introduce the New Starter to their Buddy.</li> <li>● Ensure the New Starter has completed all Onboarding tasks and returned their bank, tax and superannuation forms. If not, they should forward to <a href="mailto:hrservicecentre@adelaide.edu.au">hrservicecentre@adelaide.edu.au</a> in order to be paid in the next available fortnightly pay cycle. Ensure they are familiar with the <a href="#">CAPS website</a> for help guides and general CAPS information.</li> <li>● Review the full list of Induction courses and determine which courses are most relevant for the role.</li> </ul>	Supervisor
	<p><b>ID Card and Workplace tour</b></p> <ul style="list-style-type: none"> <li>● For ID card, take photo identification and staff ID number and visit Ask Adelaide in the relevant location: <ul style="list-style-type: none"> <li>○ North Terrace Campus – Hub Central, Level 3</li> <li>○ Waite Campus – check with Hub Central on current arrangements</li> <li>○ Roseworthy Campus – Student Services Office.</li> </ul> </li> <li>● Passwords are able to be set-up through <a href="#">Manage your Account</a> or alternatively in person at Ask Adelaide.</li> <li>● Set up <a href="#">Multi-Factor Authentication</a> (MFA).</li> <li>● Provide a tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols or requirements.</li> </ul>	Induction Coordinator
	<p><b>Local Health and Safety Induction</b></p>	Line Manager

	<ul style="list-style-type: none"> <li>Provide a <a href="#">Local Health and Safety Induction</a> 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.</li> <li>Complete the <a href="#">Corporate HSW Induction</a> within the first week of commencement.</li> </ul>	
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### First Day (cont.)

Done	Task	Responsibility
	<p><b>Administrative Training</b></p> <ul style="list-style-type: none"> <li>Take the New Starter through how to submit a timesheet through SSO and explain the <a href="#">timesheet submission and validation deadlines</a>. Resources available on the Casual Staff section of the <a href="#">CAPS website</a>.</li> <li>Shared drive.</li> <li>Outlook/Calendar (shared calendars, room booking, e-signature set-up).</li> <li>Local intranet.</li> <li><a href="#">HR website</a> – Staff Services Online (SSO), Professional Development Review (PDR), Health, Safety and Wellbeing (HSW).</li> <li><a href="#">Marketing website</a> – (document templates).</li> <li>Phone procedures (including voicemail set-up).</li> <li>Mail – (incoming, internal, and external).</li> <li>Overview of office equipment (e.g. printer/photocopier).</li> <li>Check that the New Starter has been added to the <a href="#">University Phone Directory</a>, and School/Branch phone list.</li> </ul>	Induction Coordinator

### First Week & Beyond

Done	Task	Responsibility
	<p><b>Induction Courses and Other Relevant Learning</b></p> <ul style="list-style-type: none"> <li>Complete the following Induction courses: <ul style="list-style-type: none"> <li>Corporate HSW Induction</li> <li>Working with Integrity</li> <li>Conflict of Interest</li> <li>Sexual Harassment and Sexual Assault – what are the drivers and how can staff respond?</li> </ul> </li> <li>Determine which of the below <a href="#">Induction courses</a> should be completed as relevant to role: <ul style="list-style-type: none"> <li>Aboriginal Cultural Awareness Induction course</li> <li>Recordkeeping Induction course</li> <li>Cybersecurity Induction course</li> <li>Education Services for Overseas Students (ESOS) Induction course</li> <li>Introduction to MyUni (Academic and Professional staff providing Academic support)</li> <li>Copyright Induction course – <i>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</i></li> <li>Equal Opportunity (EO) Induction course</li> <li>Fraud and Corruption Control Induction course</li> <li>Legal Compliance Induction course</li> <li>Mental Health Awareness at the University of Adelaide</li> <li>Environmental Sustainability on Campus</li> <li>Understanding Power Dynamics and Close Personal Relationships</li> <li><a href="#">Epigeum Research Integrity Induction course</a> – <i>recommended for Academics and Professional staff associated with research.</i></li> </ul> </li> </ul>	Supervisor

	<p><b>Induction Meeting</b> (<i>Manager 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"> <li>University context – structure, governance, local work area.</li> <li>University policies – relevant <a href="#">Policies</a>, Procedures, <a href="#">Delegations</a>, <a href="#">Enterprise Agreement</a> clauses, <a href="#">Code of Conduct</a> and <a href="#">Staff Values and Behaviour Framework</a>.</li> </ul>	Supervisor
<b>First Week &amp; Beyond (cont.)</b>		
<b>Done</b>	<b>Task</b>	<b>Responsibility</b>
	<p><b>Induction Meeting (cont.)</b></p> <ul style="list-style-type: none"> <li>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 <a href="#">web resources</a> provide further information and guidance about Foreign Compliance.</li> <li>If relevant to the New Starter’s role, it is important to highlight the University’s <a href="#">Early Intervention Group</a> (EIG). The EIG provides information, advice and support for staff managing inappropriate student behaviour.</li> <li>Work area practices – flexible working arrangements, notifying illness, applying for leave, work hours, rostering, stationery etc.</li> <li>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.</li> <li>For Academic Casuals as applicable – <a href="#">Learning and Teaching</a>, SELT process, MyUni online course information and training requirements, expectations including teaching timetables and all-student email lists, research duties and <a href="#">Australian Code for the Responsible Conduct of Research</a>.</li> </ul>	
	<p><b>Check-in Conversation</b></p> <ul style="list-style-type: none"> <li>Review progress with Induction, understanding of Faculty/Division and the University, completion of online Induction courses etc.</li> <li>Troubleshoot any issues, answer questions, and provide feedback.</li> <li>Identify any role/individual specific training to be undertaken in the next three months.</li> </ul>	Supervisor

## Signatures

Please sign to confirm completion of Induction tasks.

New Starter: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Checklist to be retained and stored locally*