

Induction Checklist

Existing Staff Transfer

New Starter Details

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

**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.*

This checklist is designed to support People Leaders and Induction Coordinators with new staff who transfer roles within the University. It includes recommended tasks to be undertaken within a new starters first three months. As existing staff transfer can be varied, the Line Managers and/or Induction Coordinators will need to use their discretion to ensure the Induction is relevant and appropriate for the staff member. While staff transfers may not need to complete all of the initial system onboarding or orientation to the university context, ensuring they are supported to succeed in their new role through a tailored induction program is an important part of supporting their success. 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"/>	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.	People Leader
<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. 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): <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"/>	Contact New Starter 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. ID to collect Staff ID card) 	People Leader

<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) <p>Other meetings you may want to schedule Staff may 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 member.</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
<i>^These discussions may be combined into one Induction meeting</i>		
<input type="checkbox"/>	<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 (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) 	People Leader
<input type="checkbox"/>	Workplace Tour	Induction Coordinator

	<ul style="list-style-type: none"> Provide a tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols or requirements. <i>You may choose to combine this with the local HSW induction depending on your local context</i> 	
<input type="checkbox"/>	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.	People Leader
<input type="checkbox"/>	Role Clarity^ Discuss: <ul style="list-style-type: none"> key responsibilities and broad expectations of the role with the New Starter. initial priorities, key 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
<input type="checkbox"/>	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. 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.	Induction Coordinator

First Week

Done	Task	Responsibility
	Work Area Practices^ Discuss: <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
	Individual Support <ul style="list-style-type: none"> Identify essential processes and systems training. Continue project handover as relevant. Identify any further assistance the New Starter might require, and provide opportunity to ask questions. 	People Leader

First Month

Done	Task	Responsibility
	Check-in Conversation <ul style="list-style-type: none"> Discuss progress through Induction process with the New Starter, understanding of Faculty/Division and University, etc Troubleshoot any issues, answer questions and provide feedback. Discuss how Planning, Development and Review (PDR) will work and schedule first meeting. Identify any specific training to be undertaken in the next three months (i.e. Manager's Induction, PDR training, Change workshops etc.) to support the New Starter in their role. Information about Development opportunities can be found on the HR website. 	People Leader

Third Month

Done	Task	Responsibility
	Check-in Conversation <ul style="list-style-type: none"> Review progress against performance targets/objectives. <i>Whilst an existing staff member is not required to serve another probation period, it is recommended that at least one meeting is held in their first six months to review performance in the role.</i> Address any challenges, answer questions and provide feedback. 	People Leader