# Induction Checklist
# Existing Staff Transfer

THE UNIVERSITY of ADELAIDE

## Staff Member Details

| ID: | | Name: | |
|---|---|---|---|
| **Position:** | | | |

| School/Branch: | | Commencement Date: | |
|---|---|---|---|
| **Line Manager:** | | **Induction Coordinator*:** | |

***Induction Coordinator:*** *The Induction coordinator is someone nominated by the Line Manager 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 within the first 3 months of an existing staff members transfer within the University. The list does not include local processes and activities that are essential to ensuring the existing staff member is inducted effectively into the School/Branch. Work areas may choose to add activities to this checklist to reflect local needs. 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.

## Pre-Commencement

| Done | Task | Responsibility |
|---|---|---|
| | **Contact New Starter**<br>Contact the New Starter and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking etc). | Line Manager |
| | **Identify Induction Coordinator**<br>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 Line Manager has overall accountability for ensuring these are undertaken. If no Induction Coordinator is nominated, the Line Manager will perform this role. | Line Manager |
| | **Notify Work Area Staff**<br>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. | Line Manager |
| | **Identify Buddy** *(Optional)*<br>Identify an appropriate Buddy who can assist the New Starter to settle in. A Buddy is usually someone working at a similar level within the same School/Branch, but not necessarily the same team and is chosen because they would be a good role model for the New Starter. Notify the Buddy of your nomination and the New Starter's commencement date. | Line Manager |
| | **Prepare New Starter Induction Agenda**<br>Schedule time in calendar with relevant staff and populate the Induction Agenda with these meetings. Staff may include, but not limited to:<br>• Line Manager – Local Health and Safety Induction (page 2)<br>• Induction Coordinator – Workplace Tour and Administrative Training (page 2-3)<br>• Line Manager – Induction and regular meetings<br>• Team member/stakeholder meetings<br>• *Other meetings as appropriate from the information below.* | Induction Coordinator |

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## Pre-Commencement (cont.)

| Done | Task | Responsibility |
|------|------|----------------|
| | **Preparation ahead of New Starter Commencement** <br>• Arrange essential services by completing the relevant [New Starter Form](#) to arrange the following services as necessary (noting that some services may take up to a week to be actioned), e.g.: <br>   o Building access (*If card access cannot be granted by start date, ensure access is available through other means*) <br>   o Data and Voice Request <br>   o Telephone Directory Amendment Form <br>   o Mobile Request Form <br>   o Records Management Licence Transfer or Application <br>   o Shared Network Folder Request. | |
| | • 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 [here](#). | |
| | • 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. | |
| | • 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. | |
| | • Add the New Starter to regular team/area/project meetings in calendar and upcoming key events. | |
| | • Arrange for updates to the phone/contact list, local distribution lists, floor plans, organisation charts, door/workstation name plates etc. | |

## First Day

| Done | Task | Responsibility |
|------|------|----------------|
| | **Welcome and Introduction Meeting** <br>• Provide Induction Pack (run through agenda & any information handouts). <br>• Introduce to immediate team members, designated Induction Coordinator, wider School/Branch colleagues and any other staff as appropriate. <br>• Show the New Starter to their workstation/office. <br>• Introduce the New Starter to their Buddy. <br>• Show the New Starter where to find further information, including the [Induction website](#). | Line Manager |
| | **Workplace Tour** <br>• Provide a tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols or requirements. | Induction Coordinator |
| | **Role Clarity** <br>• Discuss key responsibilities and broad expectations of the role with the New Starter. <br>• Discuss initial tasks/projects, and any immediate or urgent activities. Ensure the New Starter is appropriately set up to begin work on agreed tasks. <br>• Outline the relevant [Induction courses](#) for completion – over the first three months. | Line Manager |
| | **Local Health and Safety Induction** <br>• Provide a [Local Health and Safety Induction](#) which covers the information that the staff member should know in order to operate safely within their new work environment; including any general safety information required by the School/Branch/area. | Line Manager |

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| First Day (cont.) | | |
|---|---|---|
| **Done** | **Task** | **Responsibility** |
| | **Administrative Training**<br>• Shared drive.<br>• Outlook / Calendar (shared calendars, room booking, e-signature set-up).<br>• Local intranet.<br>• HR website – Staff Services Online (SSO), Professional Development Review (PDR), Health, Safety and Wellbeing (HSW).<br>• Marketing website (document templates).<br>• Phone procedures (including voicemail set-up).<br>• Mail (incoming, internal, external).<br>• Overview of office equipment (e.g. printer/photocopier).<br>• Check that the New Starter has been added to the University Phone Directory and School/Branch phone list, and a name plate ordered for desk/office door (if applicable). | Induction Coordinator |

| First Week | | |
|---|---|---|
| **Done** | **Task** | **Responsibility** |
| | **Work Area Practices**<br>• Discuss School/Branch/Team approach to work arrangements including flexible working arrangements, notifying illness, applying for leave, work hours, rostering, stationery etc.<br>• Discuss any work area practices, team meetings, networks, working from home arrangements.<br>• When working from home it is the individual's responsibility to ensure the following:<br>   o Adherence to your Health, Safety and Wellbeing responsibilities as set out by the University in the HSW Handbook.<br>   o Adjust home work environment/work station in accordance with our Workstation Ergonomic Guidelines. If possible, maintain a dedicated workspace.<br>   o Abide by all relevant University policies, procedures and the Code of Conduct<br>   o Adherence to SecureIT practices, including recommendations on accessing University systems and tools for communication and data storage<br>• Must report any injury from an accident while working from home to the University, by following the requirements set out in the Incident reporting and Investigation chapter of the Health, Safety and Wellbeing (HSW) Handbook.<br>The UniSafe app is a HSW incident reporting system that can be accessed through your mobile or web browser. | Line Manager |
| | **Individual Support**<br>• Identify essential processes and systems training.<br>• Continue project handover as relevant.<br>• Provide the New Starter with documents, such as the Strategic Plan, work area Business Plans and relevant webpages to consider and review.<br>• Identify any further assistance the New Starter might require, and provide opportunity to ask questions. | Line Manager |

| First Month | | |
|---|---|---|
| **Done** | **Task** | **Responsibility** |
| | **Check-in Conversation**<br>• Discuss progress through Induction and completion of Induction courses.<br>• Address any challenges, answer questions and provide feedback.<br>• Discuss how Planning, Development and Review (PDR) will work and schedule first meeting. | Line Manager |

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## First Month (cont.)

| Done | Task | Responsibility |
|---|---|---|
|  | **Check-in Conversation (cont.)** <br> • Identify any specific training to be undertaken in the next 3 months to support the New Starter in their role. This may include Epigeum Research Integrity Course which is compulsory for completion within first three months for staff associated with Research. | Line Manager |

## Third Month

| Done | Task | Responsibility |
|---|---|---|
|  | **Check-in Conversation** <br> • Confirm completion of Induction courses. <br> • Review progress against performance targets/objectives. <br> *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.* <br> • Address any challenges, answer questions and provide feedback. | Line Manager |

## Signatures

Please sign to confirm completion of Induction tasks.

New Starter: _____   Date: _____

Line Manager: _____   Date: _____

*Checklist to be retained and stored locally*

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