

Executive/Senior Leader Induction Pathway Overview

This Pathway Overview attributes responsibility for induction tasks from pre-commencement to the new starter's third month.

PRE-COMMENCEMENT

Line Manager	Induction Coordinator	
<ul style="list-style-type: none"> > Agree Induction tasks with Induction Coordinator/s including stakeholder meetings 	<ul style="list-style-type: none"> > Contact new starter for first day arrangements > Agree tasks and meetings with line manager > Agree division of tasks if there is more than one induction coordinator > Notify work area 	<ul style="list-style-type: none"> > Prepare New Starter Agenda > Work Preparation – IT and Essential services > Prepare Induction pack > Arrange workstation > Add to relevant branch/team/project meetings > Update phone/contact lists
New Starter		
<ul style="list-style-type: none"> > Accept Contract > Complete Pay Critical Forms (e.g. bank, tax, superannuation) 		

FIRST DAY

Line Manager	Induction Coordinator	New Starter
<ul style="list-style-type: none"> > Role Clarity meeting 	<ul style="list-style-type: none"> > Welcome and introduction meeting > ID Card and Workplace Tour > Local Health and Safety Induction > Administrative Training 	<ul style="list-style-type: none"> > Review Induction Webpage > Review time

FIRST WEEK

Line Manager	New Starter	
<ul style="list-style-type: none"> > Induction and University context meeting > Schedule Probation Meeting/s 	<ul style="list-style-type: none"> > UniSuper Consultation > Meeting with Stakeholders > Corporate Health Safety and Wellbeing (HSW) Induction > Aboriginal Cultural Awareness Induction Course 	<ul style="list-style-type: none"> > Recordkeeping Induction Course > Cybersecurity Induction Course > <i>If research role</i> - Enrol in Epigeum Research Integrity Course > People Leaders – Team work plans, PDR
Induction Coordinator		
<ul style="list-style-type: none"> > University Policies > Work Area Practices > Individual Support 		

FIRST MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> > Check-in Conversation 	<ul style="list-style-type: none"> > Education Services for Overseas Students (ESOS) Induction Course > Copyright Induction Course (<i>if relevant to role</i>) > Understanding Power Dynamics and Close Personal Relationships 	<ul style="list-style-type: none"> > Working with Integrity > Conflict of Interest > Sexual Harassment and Sexual Assault. What are the drivers and how can staff respond?

THIRD MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> > Check-in Conversation 	<ul style="list-style-type: none"> > Equal Opportunity (EO) modules > Fraud and Corruption Control Induction > Legal Compliance Induction course > Mental Health Awareness at the University of Adelaide 	<ul style="list-style-type: none"> > Epigeum Research Integrity Course (<i>academic only</i>) > Environmental Sustainability on Campus > Induction course (<i>teaching and student contact</i>)