

Induction Checklist

Executive Senior Leader

Staff Member Details			
ID:	xxx	Name:	xxx
Position:	xxx		
School/Branch:	xxx	Commencement Date:	xxx
Line Manager:	xxx	Induction Coordinator*:	xxx

****Induction Coordinator:** The Induction Coordinator supports the Induction process. It is likely, especially for Executive Senior Leader Induction, that the tasks of this role may be performed by more than one person i.e. Faculty/Division staff and School/Branch staff. When shared it is best that tasks are split early on and there are regular check-ins to ensure Induction set-up is on track. Where a task is the responsibility of the Line Manager, in the case of Executive and Senior Leader Induction, the Induction Coordinator will support the Line Manager in scheduling and confirming Induction tasks.*

The checklist below includes recommended Induction tasks to be undertaken within the first three months of a New Starter's commencement with the University. 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. Yellow highlights below are example roles, these should be replaced with the agreed relevant person.

Pre-Commencement		
Done	Task	Responsibility
	<p>Agree Induction Tasks</p> <ul style="list-style-type: none"> Induction Coordinator to meet with Line Manager, talk through the tasks and decide on how these tasks will be managed. Identify and agree on key staff and stakeholders the new leader should meet with as part of their orientation with the University and their new role. If Induction is to be coordinated by more than one person, agree up front who will be responsible for what and agree on a check-in process to ensure all tasks are completed. 	<p style="color: green; font-weight: bold;">Induction Coordinator & Line Manager</p>
	<p>Contact New Starter</p> <p>Contact the New Starter and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring, car parking etc.).</p> <p>Ensure they complete all Onboarding tasks and return their bank, tax and superannuation forms <u>prior</u> to commencement.</p>	<p style="color: green; font-weight: bold;">Induction Coordinator</p>
	<p>Notify Work Area Staff</p> <p>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>	<p style="color: green; font-weight: bold;">Induction Coordinator</p>
	<p>Prepare New Starter Induction Agenda</p> <p>Schedule meeting with relevant staff and populate the Induction Agenda with the schedule. Staff may include, but not limited to:</p> <ul style="list-style-type: none"> The most appropriate person for the Local Health and Safety Induction (page 3). Induction Coordinator – Workplace Tour and Administrative Training (pages 2-3). Line Manager – Induction and regular meetings. Key internal staff/stakeholders as identified with the Line Manager (see Appendix 1 for suggestions) Staff that the New Starter requests to meet with. 	<p style="color: green; font-weight: bold;">Induction Coordinator</p>

- Other meetings as appropriate from the information below.

Pre-Commencement (cont.)

Done	Task	Responsibility
	<p>Preparation ahead of New Starter Commencement</p> <ul style="list-style-type: none"> • 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.: <ul style="list-style-type: none"> ○ Building access (<i>If card access cannot be granted by start date, ensure access is available through other means</i>) ○ Data and Voice Request ○ Telephone Directory Amendment Form ○ Mobile Request Form ○ Records Management Licence Transfer or Application ○ Shared Network Folder Request. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • Prepare an Induction pack for the New Starter. You may wish to include the following: the personalised Induction agenda, key contact list, strategic/operational/business plans, budget information, staff lists and information, relevant reports, organisational charts, projects plans/calendars, process instructions, and anything else which will help the new staff member to perform their role. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • Add the New Starter to regular team/area/committee meetings through calendar and upcoming key events. 	
	<ul style="list-style-type: none"> • 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
	<p>Welcome and Introduction Meeting</p> <ul style="list-style-type: none"> • Provide Induction Pack (run through agenda and any information handouts). • Introduce to immediate team members, designated Induction Coordinator, wider School/Branch colleagues and any other staff as appropriate. • Show New Starter to their workstation/office. • Introduce New Starter to their Buddy. <p>Ensure the New Starter has completed all Onboarding tasks and returned their bank, tax and superannuation forms. If not, they should forward to hrservicecentre@adelaide.edu.au in order to be paid in the next available fortnightly pay cycle.</p>	Induction Coordinator
	<p>ID Card and Workplace tour</p> <ul style="list-style-type: none"> • For ID card, take photo identification and staff ID number and visit Ask Adelaide in the relevant location: <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. • Passwords are able to be set-up through Manage your Account or alternatively in person at Ask Adelaide. • Set up Multi-Factor Authentication (MFA). 	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. 	
First Day (cont.)		
Done	Task	Responsibility
	Role Clarity Meeting with Line Manager <ul style="list-style-type: none"> Discuss key responsibilities and broad expectations of the role with the New Starter. Discuss initial 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. 	Line Manager
	Local Health and Safety Induction <ul style="list-style-type: none"> Provide a 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. Complete the Corporate HSW Induction within the first week of commencement. 	Line Manager
	Administrative Training <ul style="list-style-type: none"> Shared drive. Outlook/Calendar (shared calendars, room booking, e-signature set-up). Local intranet. HR website – Staff Services Online (SSO), Professional Development Review (PDR), Health, Safety and Wellbeing (HSW). Marketing website (document templates). Phone procedures (including voicemail set-up). Mail (incoming, internal, external). Overview of office equipment (e.g. printer/photocopier). Check that the New Starter has been added to the University Phone Directory and School/Branch phone list, and a nameplate ordered for desk/office door (if applicable). 	Induction Coordinator

First Week		
Done	Task	Responsibility
<i>^These discussions may be combined.</i>		
	University Context[^] Provide New Starter with overview of the following: <ul style="list-style-type: none"> University strategies and plans and how these relates to the role. University organisational and governance structure (including committees and organisational charts). Faculty/Division and School/Branch strategy, focus and key priorities. School/Branch plan and budget. Leading at Adelaide handbook and leadership capabilities. Financial Management at the University and FM Expectations Handbook. Other key contacts (teams and individuals) within the School/Branch. Where to find further information, including the Induction website. 	Line Manager
	University Policies <ul style="list-style-type: none"> Discuss relevant Policies, Procedures, Delegations, Legislation, 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. 	Executive Support
	Work Area Practices[^] <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. 	Executive Support

	<ul style="list-style-type: none"> Discuss any work area practices, team meetings, networks, working from home arrangements. 	
First Week (cont.)		
Done	Task	Responsibility
	<p>Work Area Practices^ (cont.)</p> <ul style="list-style-type: none"> When working from home it is the individual's responsibility to ensure the following: <ul style="list-style-type: none"> Adherence to your Health, Safety and Wellbeing responsibilities as set out by the University in the HSW Handbook. Adjust home work environment/work station in accordance with our Workstation Ergonomic Guidelines. If possible, maintain a dedicated workspace. Abide by all relevant University policies, procedures and the Code of Conduct. Adherence to SecureIT practices, including recommendations on accessing University systems and tools for communication and data storage. 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. The UniSafe app is a HSW incident reporting system that can be accessed through your mobile or web browser. 	
	<p>For Academic Leader: Academic Orientation^</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. Discuss research duties, expectations and opportunities for funding. Ensure the New Starter is made aware of the requirements of the Australian Code for the Responsible Conduct of Research. Prompt New Starter to enrol in the Epigeum Research Integrity course. This is compulsory for completion within the New Starter's first three months. 	Line Manager or relevant Associate Dean
	<p>Individual Support^</p> <ul style="list-style-type: none"> Identify essential processes and systems training. Continue project handover as relevant. Provide the New Starter with an opportunity to discuss relevant documents provided to them, such as the Strategic Plan and work area Business Plans. Identify any further assistance the New Starter might require, and provide opportunity to ask questions. 	Executive Support
	<p>Schedule Probation Meeting/s</p> <ul style="list-style-type: none"> Discuss the probation process and schedule first probation meeting. See the University of Adelaide Enterprise Agreement (clause 2.5.1 and 2.5.2) for the relevant process. At any time throughout the probation period if you identify any concerns around performance, you can contact your HR Advisor for advice and support. 	Line Manager

First Month		
Done	Task	Responsibility
	<p>Check-in Conversation</p> <ul style="list-style-type: none"> Discuss progress through Induction process with New Starter, and completion of relevant Induction courses. Address any challenges, answer questions and provide feedback. 	Line Manager

	<ul style="list-style-type: none"> Discuss how Planning, Development and Review (PDR) will work and schedule first meeting. 	
First Month (cont.)		
Done	Task	Responsibility
	Check-in Conversation (cont.) <ul style="list-style-type: none"> Identify any specific training to be undertaken in the next three months (i.e. PDR training, Recruitment and Selection, Managing Unsatisfactory Performance etc.) to support the New Starter in their role. Identify any additional stakeholders the new leader should meet with (review Appendix 1). 	

Third Month		
Done	Task	Responsibility
	Check-in Conversation <ul style="list-style-type: none"> Confirm completion of relevant Induction courses. Confirm completion of Epigeum Research Integrity Course (if required). 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: _____
<i>Checklist to be retained and stored locally</i>	

Appendix 1:

Potential Stakeholder Meetings

Key internal staff/stakeholders, e.g.

- Direct Reports
- Faculty/Division Finance Manager
- Peers e.g. other Heads of School/Directors
- HR Advisor/HR Manager
- Senior HSW Advisor
- Health and Safety Representative
- Other contacts

Senior Stakeholders:

- Executive Dean (if not Line Manager)
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Research)
- Pro Vice-Chancellors Academic and Research (as relevant)
- Chief Operating Officer
- Chief Financial Officer
- Executive Director, Human Resources
- Executive Director, Planning and Analytics
- Other functional leaders or contacts relevant to role e.g. Legal and Risk, Learning Technologies, Health, Safety & Wellbeing (HSW)

Faculty roles:

- Faculty Executive Director and/or other Faculty managers
- Heads of Department/Discipline
- Faculty Associate Deans
- Post-Graduate students (possibly all together)
- Research Branch

Other:

- Other key staff
- External stakeholders
- Industry network leaders e.g. Health networks, hospitals, organisations
- Other contacts

Staff Development Performance and Promotions	Induction Checklist – Executive Senior Leader	Effective Date:	12 January 2023	Version 4.1
Authorised by	Manager Learning and Development	Review Date:	23 October 2023	Page 6 of 6
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			