

# Casual 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	New Starter
<ul style="list-style-type: none"> <li>&gt; Contact New Starter</li> <li>&gt; Identify Induction Coordinator</li> <li>&gt; Notify Work Area Staff</li> <li>&gt; Feed into New Starter Induction Agenda</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Prepare New Starter Agenda</li> <li>&gt; Work Preparation – IT and Essential services</li> <li>&gt; Prepare Induction pack</li> <li>&gt; Arrange workstation</li> <li>&gt; Add to relevant branch/team/project meetings</li> <li>&gt; Update phone/contact lists</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Accept Contract</li> <li>&gt; Complete onboarding activities (e.g. bank, tax, superannuation)</li> </ul>

## FIRST DAY

Line Manager	Induction Coordinator	New Starter
<ul style="list-style-type: none"> <li>&gt; Welcome and Introduction Meeting</li> </ul>	<ul style="list-style-type: none"> <li>&gt; ID Card and Workplace Tour</li> <li>&gt; Local Health and Safety Induction</li> <li>&gt; Administrative Training</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Review Induction Webpage</li> <li>&gt; Review time</li> </ul>

## FIRST WEEK & BEYOND

Line Manager	New Starter
<ul style="list-style-type: none"> <li>&gt; Induction Meeting</li> <li>&gt; Check-in Conversation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Meet with course coordinator (academic staff)</li> <li>&gt; UniSuper Consult</li> <li>&gt; Health Safety and Wellbeing (HSW) Induction</li> <li>&gt; Complete relevant induction courses as agreed with Supervisor</li> </ul>