

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 > Health Safety and Wellbeing (HSW) Induction > Aboriginal Cultural Awareness Induction Course > Recordkeeping Induction Course 	<ul style="list-style-type: none"> > Cybersecurity Induction Course > If research role - Enrol in Epigeum Research Integrity Course and start completing > Meeting with Team/Stakeholders > 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 (if relevant to role) 	<ul style="list-style-type: none"> > Understanding the Context for Sexual Violence (UCSV) > VC Welcome to Adelaide Event (3 events p.a.)

THIRD MONTH

Line Manager	New Starter	
<ul style="list-style-type: none"> > Check-in Conversation 	<ul style="list-style-type: none"> > Equal Opportunity (EO) Induction Course > Fraud & Corruption Control Induction Course > Legal Compliance Induction Course > Mental Health Awareness – Responding to Students Induction Course (teaching and student contact) > Epigeum Research Integrity Course (academic only) 	