

Induction checklist



THE UNIVERSITY OF
MELBOURNE

Staff Development Unit
Human Resources

Induction checklist for newly appointed staff

Employee name: _____

Employee number: _____

Position: _____

Department: _____

Campus: _____

Start date: _____

Instructions: The checklist should be:

- completed by the supervisor in consultation with the new employee
- used in conjunction with the website Induction for New Staff <http://www.hr.unimelb.edu.au/induction-for-new-staff>
- returned to Records, Department of Human Resources, 2nd floor, Raymond Priestley Building, The University of Melbourne, 3010
(A copy should be kept in departmental files.)

Human Resources Department
Best HR Practice

Revised March 2003

Induction for Staff

Making a Great First Impression

Supervisor's and New Staff Member's Checklist – Day One

Primary Induction Activity	Date Completed	Person Responsible	Comments
Sign on Prepare HR5 and other documentation (e.g. Tax Form) for Human Resources Obtain Staff Card from Human Resources Arrange for keys to be allocated and signed for			
Workstation Organise computer, phone, desk, chair, door name tag Check that workstation is ergonomic			
Communication Demonstrate use of telephone, voicemail Notify switchboard of employee's details: switchboard-info@its.unimelb.edu.au Establish e-mail address and alias Ensure access to Internal Directory Introduce to local IT support staff Advise on external/internal mail process, stationery supplies			
Environment Show location of emergency exits and assembly point, emergency information and procedures, emergency equipment, e.g. first aid box, accident report forms. Non-smoking workplace Show location of light switches, toilets, coat lockers, tea room, food outlets, banks, post office, Union Building Explain parking regulations/locations			
Working conditions Explain: start and finish times, tea and lunch breaks, flexi-time, pay days, annual leave, study leave, child care, visitors procedures Provide list of names, titles and positions of people who are significant to the new staff member's workplace and to the University in general Introduce to colleagues If appropriate, assign a work colleague to "look after" the new employee			

Induction for Staff

Making a Great First Impression

Supervisor's and New Staff Member's Checklist – Week One to Month Three

Secondary Induction Activity – First Week	Date Completed	Person Responsible	Comments
Environment, Safety and Security Explain Environment Health and Safety policy and procedures Explain confidentiality and security standards in the local workforce Explain hazard, incident and illness reporting procedures including how to make a WorkCover claim Explain EHS issue resolution procedures Introduce key environment and safety persons, eg. employee representative, safety officer, first aider, floor warden Location of the University' Traffic and Security Office – 8344 4674			
Check that Health, Hazard Questionnaire was completed before commencing appointment			
Job Performance Discuss: <ul style="list-style-type: none"> • Position description • Performance expectations, standards and measurements and any special conditions as specified in the offer of employment • The Performance Development Framework • Probationary process/code of conduct • Local arrangements for handling personal problems or complaints including sexual harassment • Workplace reporting relationships – departmental organisation chart • Any relevant work hazards 			
Administrative Forms Complete the Administrative Systems Application form to use Themis, Merlin or GENESYS, if necessary Complete signature authority forms if appropriate Complete Authority to Drive University car form if necessary			
Personnel Policy and Procedures (PPP) Manual and Compliance Manual Show location and content of Personnel Policy and Procedures Manual Show location and content of Compliance Manual			

Induction for Staff

Making a Great First Impression

Supervisor's and New Staff Member's Checklist – Week One to Month Three

Secondary Induction Activity – First Week	Date Completed	Person Responsible	Comments
First Tasks Assign and explain first tasks, indicating where information and help can be obtained Introduce new employee to people who can assist			
Training and Development Prepare a Training Needs Analysis Organise appropriate on-the-job training: use of equipment (ie computer, fax, photocopier) and/or Staff Development Development Opportunities for University Staff Information Technology Computer Courses and Seminars Finance Environment Health and Safety Compliance			
Manuals and Procedures Direct employee to manuals and written procedures pertaining to: University Compliance manual Printer/photocopier/copyright Computer/word processing Networking/electronic mail Administrative/technical advice Budgets and accounting Records management Staff Development courses Information Technology Training courses, regulations Environment Health and Safety Manual Equal Opportunity policies			

Induction for Staff

Making a Great First Impression

Supervisor's and New Staff Member's Checklist – Week One to Month Three

Secondary Induction Activity – First Week	Date Completed	Person Responsible	Comments
Customs and Culture Provide details of academic and administrative personnel and committees Explain how workplace fits into overall University community Explain University's mission statement Indicate preferred modes for addressing other staff and answering the telephone List and explain University and local terminology Explain commonly used abbreviations Explain preferred format for documents and accounting records			
Second Month Exchange frequent and regular feedback on employee's job performance according to the probation guidelines outlined in Personnel Policy & Procedures sections 6.1 – Probation and Confirmation - General Staff and Research Assistants, and 6.2 – Probation and Confirmation – Academic Staff			
Third Month Discuss progress towards the meeting of probation goals and objectives with employee Staff with full-time, part-time or fixed-term contracts of > 12 months have a 6 month probation period Staff with fixed-term contracts of >3 months and up to 12 months have a 3 month probation period Sign off completion of induction.			

When all the above actions have been undertaken, preferably within the first week of employment, the staff member and supervisor, or other officer delegated by the Head of Department, both sign the Induction Declaration for New Staff form. **The original, with the employee number prominent, should be sent to Records at Human Resources for retention on the staff member's file and a copy should be kept in departmental files.**

INDUCTION DECLARATION FOR NEW STAFF

Name: _____

Position: _____

Department: _____

Document	Document Supplied, completed and/or returned Yes, No or Not Applicable
HUMAN RESOURCES DOCUMENTS	
Induction Checklist for Newly Appointed Staff	
HR 2, 4, 5, 7 & 10 available from HR Forms Library	
Timesheet for casual staff or flexitime records from Stationery Store	
Tax File Number Declaration	
Position Description available from supervisor	
DEPARTMENTAL ORIENTATION DOCUMENTS	
Strategic Plan/Operation Plan (Department)	
Staff Handbook (if applicable)	
Induction Declaration for New Staff/Students	
Demonstrator's Handbook (if applicable)	
Maps of Department (Floors)	
Key Allocation Agreement (if applicable)	
Magnetic Keycard Allocation Agreement (if applicable)	
Pigeon Hole Addition/Phone List Addition Form	
Map of Campus (There is an on-line map for the Parkville Campus; for other campuses and for departmental maps consult the relevant faculty and departmental websites.)	
TRANSPORT DOCUMENTS	
University of Melbourne Transport Policy	
Log sheet	
Vehicle Authorised User Authority & Undertaking	
Special Departmental Policy on use of University Vehicles (if one is available from the department).	
SAFETY DOCUMENTS	
EH&S Quick Reference Brochure	
Accident Incident Form S3	
Off-Campus Work Guidelines	
Vaccination Form (if applicable)	
Individual Safety Training Needs Analysis	

Induction for Staff

Making a Great First Impression

INDUCTION SIGN-OFF

Staff Member

I have completed induction procedures and training applicable to my appointment and have complied with all requirements of my Offer of Appointment.

Signature of Staff Member:

____ / ____ / ____

Date:

Supervisor

I certify that the above mentioned staff member has completed induction procedures and received training as set out above.

Signature of Supervisor or other delegated officer

____ / ____ / ____

Date:

Printed Name: _____

Position: _____

.....

Sent to Records, Department of Human Resources: ____/____/____