

Overview

The objective of the University's formal induction programme is to provide an introduction to the University, including information and support that will enable new staff to establish productive and positive working relationships as soon as possible.

Policy

10.02.1 It is the responsibility of each supervisor to ensure that all new fixed-term and continuing staff undertake a formal induction process conducted by the Organisational Development Unit of Human Resource Services. The formal induction process covers broad University and staff responsibilities such as: the UNE Code of Conduct; Privacy requirements; compliance to Federal government legislation, such as obligations to international students; UNE policies and staff course requirements.

Additional induction activities specific to the new staff member's role must also be undertaken at a School/Directorate level.

10.02.2 The School/Directorate level induction must, at a minimum, cover specific issues relating to the particular position to be undertaken, including: requirements of the position; probation requirements (where appropriate); appropriate training and development programmes; any job-specific Occupational Health and Safety requirements; relevant policies and procedures; and legislative requirements specific to the position.

10.02.3 Supervisors of casual staff are to provide a School/Directorate level induction similar to that outlined in clause 10.02.2 above, appropriate to the level and duration of the casual position.

Procedures

10.02.4 New staff should normally undertake the formal induction process in the first week of their employment. In all situations, the formal induction process should be completed within four weeks from commencement of employment.

10.02.5 The Head of School/Directorate may, if appropriate, appoint an Induction Officer/ within their work area who will be responsible for ensuring that new staff complete all of the administrative processes required during induction. Additionally, where appropriate, a Head of School/Directorate may also arrange a mentor to the staff member.

10.02.6 The following documents are provided to assist in the induction process:

- 10.01A New Staff Information Sheets

- 10.02b Supervisors Induction Checklist

Supervisors should retain a completed copy of the “Supervisors Induction Checklist”.

Further Information

For details of the appropriate Human Resource Services staff member to contact, please refer to the Human Resource Services web site at: http://www.une.edu.au/hrs/handbook1/01_introduction/01.06C.pdf

For information on dealing with international students, please contact the International Services Unit <http://www.une.edu.au/elis/staff/>.

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