

*This checklist should be modified as appropriate to suit the particular needs of the workplace.*

Item	Task	Responsibility
Prior to Commencement of Employment	<input type="checkbox"/> Organise a contact person and provide incoming staff member with details (phone number/email etc.) so they know who to contact with questions etc. <input type="checkbox"/> Assistance with short term accommodation (if applicable) <input type="checkbox"/> Greet incoming staff member at airport (if applicable) <input type="checkbox"/> Organise a hire car for first few days (if applicable) <input type="checkbox"/> Provide incoming staff member with a parking permit for the first day or two <input type="checkbox"/> Organise a mentor or support person (if applicable)	
Welcome	Ensure that <input type="checkbox"/> an appropriate person is available to greet the new staff member <input type="checkbox"/> an appointment has been made with Human Resource Services to sign on and be placed on the payroll <input type="checkbox"/> the person attends the next available induction session coordinated by Organisational Development (held Monday mornings 11am – 12.30pm)	
Sign On/Human Resource Services	<input type="checkbox"/> Ensure staff member has signed on with Human Resource Services.  Staff member needs to provide: <ul style="list-style-type: none"> <li>• Commencement Employment Form <b>10.01a</b> (signed by supervisor/Head of School)</li> <li>• New Staff Personal details <b>10.01b</b> (sent with letter of offer)</li> <li>• Salary Disbursement Form <b>12.43a</b> (Where required, from HRS web site)</li> <li>• Taxation Declaration Form (sent with letter of offer)</li> <li>• Superannuation Form (sent with letter of offer)</li> </ul>	
Introduction to Staff	<input type="checkbox"/> Head of Unit <input type="checkbox"/> Head/Director <input type="checkbox"/> Team members <input type="checkbox"/> Administrative staff <input type="checkbox"/> Other colleagues	
Introduction to Work Unit/ Directorate/ Faculty/College	<input type="checkbox"/> Show the new staff member the location of their work station, staff rooms, toilets, emergency exits etc. <input type="checkbox"/> Arrange a tour of the building/s including on-campus facilities such as bank ATM's, credit union newsagency, eating areas, library etc. <input type="checkbox"/> Explain the structure within the work unit and how the work unit fits into the University structure <input type="checkbox"/> Discuss the Faculty/School/Directorate/College's purpose, strategic direction, values, culture and key issues	
Duties & Job Performance	<input type="checkbox"/> Clarify any points in relation to the offer of employment and associated documentation <input type="checkbox"/> Discuss the relevant position description, including major tasks/ roles/duties of the position including dimensions, expectations, accountabilities, reporting lines etc. <input type="checkbox"/> Discuss probationary requirements <input type="checkbox"/> Provide opportunity for staff member to ask questions, clarify points etc. <input type="checkbox"/> Make appointment for goal setting/probation discussion one to two weeks after commencement	

<p><b>Keys, access etc.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Give staff member all required keys for access to buildings, offices, storage</li> <li><input type="checkbox"/> Explain any access procedures such as swipe card, password, security systems, restrictions etc.</li> </ul>	
<p><b>Information Technology</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up staff computer account with ITD Helpdesk</li> <li><input type="checkbox"/> Explain the computer system, phone and voice mail systems and other University information systems as appropriate</li> <li><input type="checkbox"/> Phone number listed with the Switchboard</li> <li><input type="checkbox"/> Email address set up</li> <li><input type="checkbox"/> Voice mail set up</li> <li><input type="checkbox"/> Direct staff to the online induction web page at <a href="http://www.une.edu.au/induction">www.une.edu.au/induction</a></li> </ul>	
<p><b>Attendance expectations</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explain attendance expectations, office open hours, flexi-time arrangements (if applicable), meeting attendance etc.</li> <li><input type="checkbox"/> Explain process for applying for leave (sick/family/annual etc.) and any restrictions</li> </ul>	
<p><b>Employment Equity &amp; Diversity Requirements</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff, including managers, contract and casual staff must be aware of their rights and responsibilities in relation to sex-based harassment. Draw attention to the University's Sex-based Policy &amp; Procedures: <a href="http://www.une.edu.au/eo/equitypolicies/policies.php">http://www.une.edu.au/eo/equitypolicies/policies.php</a></li> <li><input type="checkbox"/> All staff, including managers, contract and casual staff must be aware of University policy in relation to discrimination and harassment. The University's EEO Policy is available at <a href="http://www.une.edu.au/eo/equitypolicies/policies.php">http://www.une.edu.au/eo/equitypolicies/policies.php</a>  The University has a policy of 'zero tolerance' to workplace bullying. All staff should be aware of the Dignity and Respect in the Workplace Charter: <a href="http://www.une.edu.au/eo/charter/dignityrespect.php">http://www.une.edu.au/eo/charter/dignityrespect.php</a>  and the types of behaviour which may constitute bullying. Supervisors must ensure bullying and harassment do not occur within their area of responsibility.</li> <li><input type="checkbox"/> Explain availability of EO Advisers for consultation on any equity related issue: <a href="http://www.une.edu.au/eo/complaints/advisers.php">http://www.une.edu.au/eo/complaints/advisers.php</a></li> </ul>	
<p><b>Occupational Health and Safety Requirements</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify local personnel with defined OHS responsibilities such as OHS Officer, relevant OHS working group, OHS representative on OHS Committee</li> <li><input type="checkbox"/> Explain procedures (including location of forms) for reporting hazards, injuries, incidents and dangerous events</li> <li><input type="checkbox"/> Explain roles and responsibilities for OHS for specific work environments (as appropriate) such as research lab, teaching lab, grounds, colleges</li> <li><input type="checkbox"/> Highlight any hazards and controls including plant, machinery, equipment, tools and materials – discuss any hazard specific training needs</li> <li><input type="checkbox"/> Explain MSDS, Hazard Substance Register, Maintenance schedules and Training renewals</li> <li><input type="checkbox"/> Explain injury management and related injury/illness rehabilitation</li> <li><input type="checkbox"/> Explain emergency procedures including location of exits and equipment (fire extinguishers) and evacuation assembly point</li> <li><input type="checkbox"/> Identify the First Aid Officers and show the location of equipment such as first aid kit</li> <li><input type="checkbox"/> Ensure that the staff member completes the online OHS course</li> </ul>	

**10.02b Supervisor's Induction Checklist**

	<p>via the induction page - See Staff Development and Training below: <a href="http://www.une.edu.au/od/induction/training.php">http://www.une.edu.au/od/induction/training.php</a></p> <p><input type="checkbox"/> Ensure that the OHS induction checklist (<b>4.30a</b>) located on the HR website is completed</p> <p><input type="checkbox"/> Where appropriate, explain the procedures for manual handling and avoiding noise induced hearing loss</p>	
<b>Staff Development and Training</b>	<p><input type="checkbox"/> Explain the policies, procedures and opportunities for professional development within the Faculty/School/Section</p> <p><input type="checkbox"/> Ensure the staff member is aware of Study Leave entitlements</p> <p><input type="checkbox"/> Ensure staff member is familiar with the Performance, Planning and Review protocol</p> <p><input type="checkbox"/> Outline in-house staff development and training courses offered by, Organisational Development, Teaching and Learning Centre, Dixson Library etc.</p> <p><input type="checkbox"/> Ensure that the staff member completes the online Code of Conduct, Privacy Policy, OHS for UNE Staff, the ESOS National Code Tutorial, and the EO Online: Fair Play (<a href="http://www.une.edu.au/eo/eo-online/online.htm">www.une.edu.au/eo/eo-online/online.htm</a>) courses via the induction page found at <a href="http://www.une.edu.au/induction">www.une.edu.au/induction</a></p>	
<b>Research</b> <i>(For Academic Staff)</i>	<p><input type="checkbox"/> Explain the services provided by Research Services including advice on policies, procedures and opportunities for research grants, consultancies, scholarships, ethics requirements and PhD enrolment /support.</p> <p><input type="checkbox"/> Explain the services provided by the Teaching and Learning Centre, Dixson Library and other relevant services.</p>	
<b>Other Issues</b>	<p><input type="checkbox"/> Organise business cards for new staff member</p>	

**Signed:**

1. Supervisor: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
2. Staff Member: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_