



Induction checklist: new starter

Before starting

Confirm:

- Building location, start-time and contact person
- Transport or parking arrangements
- Documents or information required

Your first day

Meet:

- Direct manager or supervisor
- Team members

Provide:

- Required documentation to HR Service Centre e.g. Tax Form, Superannuation Membership forms, contact details
- Contact details for inclusion in University on-line phone directory

Locate:

- Facilities (kitchen, bathrooms, printers, photocopiers, stationery)
- Emergency exits
- OHS/First Aid representatives

Organise:

- Staff card (if eligible)
- PM&D probation meetings with manager or supervisor
- Parking permit (if eligible)
- Divisional induction

Confirm:

- Unikey, login and password for IT network, e-mail, printer access etc.
- Standard hours, leave entitlements and requests, pay weeks and processes, who to call in case of absence etc.
- Building access hours
- Orientation course



Your first week

Complete:

- Role specific training (e.g. PeopleSoft or Hyperion Training)
- Divisional induction

Confirm:

- Stationery location and ordering procedures.
- Internal and external mail procedures
- Business processes e.g. travel and expenses, room bookings etc.

Review:

- Objectives and key tasks with manager/supervisor