



HR01

Employee Acknowledgement Form

New Staff On-boarding

(HR.V1.0 - 7.05.18)

Employee Name:

Employee ID #:

Start date:

Supervisor Name:

Faculty/ Division:

School/ Centre / Work Unit:

Essential Policies and Procedures		Familiarise yourself with the following policies and procedures. All University policies can be accessed at the Governance Support Unit website	
All Staff	UNSW Code of Conduct Occupational Health and Safety Equity and Diversity Policy Statement Staff Complaints Procedure Fraud and Corruption Prevention Policy		Protected Disclosures Policy Conflict of Interest Policy Gifts and Benefits Procedure Intellectual Property Policy Education Services for Overseas Students (ESOS) Act (Staff information)
Research	Research Code of Conduct Australian Code for the Responsible Conduct of Research Postdoctoral Researchers Support Guideline	Academic	Policy on Paid Outside Work for Academic staff Special Studies Program (SSP) Guidelines (local guidelines may also apply) Academic Promotion Policy and Procedures
Training		Bold indicates mandatory module * Register via MyUNSW	
All Staff	EO ONLINE Module 1 * Online OHS Awareness (Staff are auto-enrolled and notified by email within 4 weeks) Online Ergonomics (Staff are auto-enrolled and notified by email within 4 weeks) Welcome to UNSW Workshop * Recruitment and Selection training	Supervisors	EO ONLINE Module 2 * OHS for Supervisors * The Responsible Supervisor PDS for Managers Employee Relations Essentials Managing Workplace Complaints
Research	Foundations of Learning and Teaching (FULT) (Lvl A-C) Orientation to Research Research Training and Development Programs	Professional	Performance Development Scheme (PDS) *
Starting Activities		Bold indicates mandatory module * Access via MyUNSW	
All Staff	Complete OHS Induction online * (If no myUNSW access, use Form OHS006) Set up your workstation Complete Staff Directory Entry * Update your EEO and DEST profile * Set up voicemail and email signature		Set up local level staff profile (intranet and internet) Set up profile on Research Gateway (Research staff) If you meet the criteria, apply for your recognition of prior service via email to salaries@unsw.edu.au or your HR Consultant

Acknowledgment: I have completed my induction in accordance with the requirements of the University and my position.

Employee:

Supervisor:

Date:

Date:

Please return completed form to your [Faculty HRC](#) within 4 weeks of your commencement date