



HR03

# Guide to inducting your new staff member

## New Staff On-boarding

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Organising and delivering a thorough induction program is an important activity for you as a supervisor. An induction program which is well planned and conducted will create a great first impression of you and UNSW, and will enable your new staff member to effectively learn about UNSW, its culture and the requirements of their role. Your new staff member will feel welcome and positive about UNSW and their new workplace more quickly and will therefore settle into and become productive in their role.

Below is a checklist designed to guide you through the various activities that you should undertake in preparation for your new staff member's arrival. You may need to adapt the induction process dependant on the role or for staff with special requirements or no computer access. Depending on your local procedures, there may also be certain activities that are carried out by other people within your work unit, for example the School Manager or if you have a nominated induction coordinator.

For more detailed information about effective induction, please refer to the [Supervisor Guide to Induction](#)

**Employee Name:** \_\_\_\_\_ **Employee ID #:** \_\_\_\_\_ **Start date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Faculty/ Division:** \_\_\_\_\_

**School/ Centre / Work Unit:** \_\_\_\_\_

	Starting Essentials	Workspace set up and administration	IT needs
<b>PRE-ARRIVAL</b>	<p>Contact the new employee to arrange their start time and meeting place for their first day</p> <p>Email the work unit advising of the new employee arrival and start date.</p> <p>Plan specific work activities – i.e. agreeing teaching allocations with new employee for next semester</p> <p>Complete forms approving <a href="#">Staff ID card</a></p> <p>Prepare a first-week diary for new employee including:</p> <ul style="list-style-type: none"> <li>☛ Welcome morning tea</li> <li>☛ Scheduled times for new employee to spend on key starting activities – i.e. online orientation, EO Online training; reviewing policies</li> <li>☛ Scheduled time for supervisor and new employee discussion about the job role and performance expectations</li> <li>☛ Scheduled meetings with key colleagues</li> </ul> <p>Allocate time in supervisor diary for probation reviews</p> <p>_____</p> <p>_____</p>	<p>Desk space or office has been allocated</p> <p><a href="#">Telephone is set up</a></p> <p>Name plate for the door has been requested and installed</p> <p>Business cards have been ordered</p> <p>Keys for doors and drawers are ordered</p> <p>Stationery provided</p> <p>Employee Uniform has been ordered (if applicable)</p> <p>New employee has been added to relevant email distribution lists</p> <p>Up to date telephone list is prepared</p> <p><a href="#">Credit card has been organised</a></p> <p><a href="#">Financial delegation</a> organised</p> <p>Copies of key manuals and procedural guidelines prepared</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>IT services Help Desk - 51333</b></p> <p>Desktop or Laptop ordered</p> <p>Computer access set up</p> <p><a href="#">ZPass</a> set up</p> <p>Access to required UNSW systems has been requested i.e. Student; Financials; HR; Sirius; Blackboard</p> <p><a href="#">UNSW Cloud Email</a> (if applicable)</p> <p>Mobile phone/iPad ordered (if applicable)</p> <p>Access to local intranet set up and log in details issued to employee (if applicable)</p> <p>Arrange training for required systems (i.e. Blackboard; NSS)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<b>FIRST WEEK</b>	<b>Welcome and orientation</b>	<b>Induction to work unit/ Faculty/Division and UNSW</b>	<b>Job role and performance expectations</b>
	<p>Arrange a welcome morning tea Introduce the new employee to colleagues and send their contact details to the team Orientation to local work area (i.e. toilets; kitchen; facilities room etc) Obtain <a href="#">Staff ID card</a> &amp; <a href="#">parking</a> Overview location &amp; operation of equipment (photocopiers; printers; fax etc) Ingoing/Outgoing Mail procedures Stationery and ordering supplies Overview telephone, voicemail and email local protocols <a href="#">Buildings access and out of hours procedures</a> Overview local procedures – i.e. flex-time; absence reporting; taking leave; regular social activities; celebrating birthdays etc</p> <hr/> <hr/> <hr/>	<p>Organisational charts (i.e. <a href="#">UNSW, Executive Team</a>, Faculty/ Division, local work unit) Goals and Priorities of the work unit, Faculty/Division and UNSW (i.e. local strategic plans, <a href="#">UNSW 2025</a>) Provide details of regular team or individual meetings Discuss policies and procedures relevant to the position (i.e. teaching; research; finance; student; HR; IT; procurement; travel etc) Overview <a href="#">Research Gateway</a> Overview <a href="#">Teaching Gateway</a> Meet with key colleagues to overview local procedures and expectations (i.e. Associate Deans, Directors, Faculty Executive Director, School Manager) Discuss Committees and governance Attend local orientation sessions (if available)</p> <hr/> <hr/> <hr/>	<p>Who are key contacts and work colleagues? Job role and position objectives and how this relates to others in the unit and organisation Discuss expectations of performance and behaviour For Senior Staff, overview the Senior Staff Performance Review Process Agree on individual key performance targets (KPTs) Expectations of attendance at/ contribution to local functions, events and committees (i.e. graduations; open days etc) Overview additional responsibilities for new supervisors (i.e. staff review procedures; delegations of authority etc) Agree an annual leave plan Assign a buddy/mentor</p> <hr/> <hr/> <hr/>
<b>FIRST MONTH</b>	<b>Health, Safety &amp; Environment</b>	<b>Recommended Training</b>	<b>Probation</b>
	<p>Complete <b>HS&amp;E induction online</b> (via myUNSW - click on menu heading “Staff OH&amp;S Inductions”) If no myUNSW access, use <a href="#">Form HS006</a> Complete <b>Online HS Awareness</b> (staff will be auto enrolled and emailed within 4 weeks) Complete <b>Online Ergonomics</b> (staff will be auto enrolled and emailed within 4 weeks) Complete <b>HS for Supervisors</b> face to face training (enrol via myUNSW) Complete Environmental Awareness face to face training (enrol via myUNSW) <a href="#">Effective workstation set up</a> Review <a href="#">Office Safety Toolkit</a></p> <p>Further <a href="#">Health, Safety and Environment Training</a> for the position (if applicable)</p> <hr/> <hr/> <hr/>	<p><b>For all staff</b> EO ONLINE Module 1 (via myUNSW ) Welcome to UNSW Workshop Recruitment and Selection Online</p> <p><b>For Academics and Research Staff</b> <a href="#">Foundations of Learning &amp; Teaching (FULT)</a> <a href="#">Orientation to Research Research Training and Development</a></p> <p><b>For Professional Staff</b> Performance Development Scheme (PDS)</p> <p><b>For Supervisors</b> EO ONLINE Module 2 (via myUNSW) The Responsible Supervisor Employee Relations Essentials Managing Workplace Complaints PDS for Managers</p> <p><u>Other training required</u></p> <hr/> <hr/> <hr/> <p style="text-align: center;"><a href="#">Register for courses online via myUNSW</a></p>	<p>Discuss probation process</p> <p>Schedule probation meetings Month 1 Month 3 Month 5 Month 11 (academic staff)</p> <p>Complete form: <a href="#">HR55 – Academic Staff Probation</a> <a href="#">HR57 – Professional Staff Probation</a></p> <p>Completed probation forms must be returned to Human Resources upon completion of probation.</p>