

HR04a

Casual, Temporary and Sessional Staff Orientation Checklist

(HR.V1.0 - 7.05.18)

Employee Name:	School/Work Unit:	Faculty/Division:
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Activities to be completed by Supervisor or appropriate delegate

√ n/a **Important Policy and Procedure**

- UNSW Australia [Code of Conduct](#)
- [Health & Safety policy and Procedures](#)
- [Emergency procedures](#)
- [The Equity and Diversity Policy Statement](#)
- [Discrimination and Harassment Grievance procedures](#)
- [Conflict of Interest Policy](#)
- [Intellectual Property Policy](#)

√ n/a **Work Area Orientation**

- Introduced to the person they report to on a day to day basis and immediate co workers
- Keys/swipe card to office given (if applicable)
- Parking permits have been provided (if applicable)
- Tour of work area provided including whereabouts of amenities
- Emergency evacuation procedures explained
- First Aid information explained
- Key Health and Safety information explained
- Introduced to personal work space
- Shown how to operate computer and other key equipment (photocopier, fax, printer)
- Informed of internal/outgoing mail procedures
- Identify and discuss essential operating policies and who to ask for help

√ n/a **Job performance**

- List of duties given
 - Responsibilities and objectives of role explained
 - Deadlines set (if applicable)
- Initial on the job coaching is provided (allow some time for supervised practice prior to leaving the casual staff member or temp to get on with the job if necessary)

√ n/a **Sessional Staff**

- Refer employee to additional Academic policies and procedures relating to their work
- Refer to Sessional Teaching Staff Strategic Action Plan which contains a checklist for sessional staff.
- Discuss relevant workplace training for sessional staff

The information as outlined in this checklist has been provided.

Employee Signature:

Date:

Supervisor or Delegate Signature:

Name:

Date: