INDUCTION CHECKLIST
ACADEMIC STAFF

New staff member name: _____   **University ID:** _____

Supervisor name: _____   **University ID:** _____

Pre-arrival action checklist

Supervisor

Welcome Email/Phone Call: Confirm start date with the new staff member and inform them when to arrive, where to park and where you will meet them

Request hardware (e.g. laptop/desktop/mobile phone) for new staff member via ServiceNow

Request telephone services and software through the IT Service Desk

Request email, folders and network access via the Request for access to University systems

Request Building Access (if applicable) Secure Temporary Parking Permit (if applicable)

Arrange a workstation / office, stationery, mobile phone, business cards and request badge for workspace (as required)

Add new staff member to the Staff Directory and School/ Branch phone list

Ensure new staff member is added to relevant distribution lists, team/area meetings, etc.

Ensure new staff member has been enrolled into New Staff Welcome by local HR team

Inform/Email current staff that a new staff member will be commencing

Prepare tasks for first day/week (e.g. schedule meetings, allocate time to commence online courses)

Arrange a buddy in the team (someone designated to answer questions, help with arrangements, Outlook, staff email addresses, calendar and room bookings, staff directory, mailroom services and printer, etc.)

Organise 'meet and greet' session with new team members (e.g. morning tea)

Allocate time to spend with new staff member on their first day

Prepare request for access forms to required systems (e.g. ARIES, RMS, Concur, CMS, RIMS etc.)

Day one action checklist

Supervisor

Welcome and introductions to team members

Meeting between Supervisor and new staff member to welcome and provide an overview of work area and scope of role, key duties, and key stakeholders

Confirm if new staff member is booked into attend New Staff Welcome (local HR to enroll new hire upon hire)

Remind new staff member to complete the online ANU New Staff Orientation

Remind new staff member to complete Induction Checklist in HORUS

Enroll in/inform new staff member of any local area induction activities

Introduce new staff member to assigned buddy in the team

Ensure workspace is set-up and phone, voicemail and computer are working

Workplace specific induction to include the following, where applicable, on first day and some within the first week:

- Emergency Evacuation Procedures – including identification of local Fire Wardens
- Identification of First Aid Officers
- Procedure for reporting hazards and incidents
- Identification of local HSR or WHS Committee Members
- Identification of local WHS Officer
- Location of amenities such as toilets, showers, kitchen etc.

New Staff Member

Meet new colleagues and tour of the workplace

Ensure workspace is set-up and phone, voicemail and computer are working

Secure Staff ID/Access Card from Facilities & Services reception

Register for parking via VPermit (if required)

Note New Staff Welcome date and set aside on calendar to attend (HR enrolled upon hire)

Introduction to assigned buddy in the team

Ensure Induction Checklist is completed in HORUS
Opt-in to receive the ANU Emergency SMS Broadcast (optional). Go to: horus.anu.edu.au (HORUS > Personal Information > Phone Numbers > enter 'Emergency Mobile' number), or via the Induction Checklist in HORUS

If required, submit preferred name change request. Go to: horus.anu.edu.au (HORUS > Personal Information > Request Preferred Name Change)

Work through online ANU New Staff Orientation

INDUCTION CHECKLIST
ACADEMIC STAFF

Week one action checklist

Supervisor

Discuss the probation period and establish dates for probations meetings. See the ANU Enterprise Agreement and Probation Procedure

Discuss Performance & Development Review (PDR) performance objectives and development goals and schedule first meeting

Assess the ergonomic setup of the new staff member's workstation. Resources to assist can be found online

Set up appointments with key staff/stakeholders within your office, School/Division (as relevant)

Organise meetings with the Dean or Directors in the area (if relevant)

Direct new staff member to websites and information sources for the School/Division and other (as relevant to their role)

Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings

Discuss with your new staff member the following:

The new staff member's role and organisational structure. Refer to Tenure track appointment (clause 14.9)

The high level University Executive Structure and Strategic Plan

The Australian National University Enterprise Agreement

The University Code of Conduct

Completion of the online ANU New Staff Orientation to help them settle into ANU

Completion of mandatory online induction modules - it is a condition of probation that the following induction modules be completed within the probationary period

> EO Online - Module 1

> Core Cultural Learning - Module 1 & 2 Code of

> Conduct

> University Work Health and Safety (WHS) Induction

The Leadership & Staff Development webpage to highlight development opportunities

Awareness of Work, Health & Safety at ANU

University Governance, policies and procedures. Consider which policies and delegations are relevant to the staff member's role

State and Federal legislation that applies to the University. Consider which legislation is relevant to the staff member's role

Semester dates and other key dates in the University Calendar. Inform the new staff member of School/ Discipline seminar timetable (if relevant)

If applicable, direct staff member to the Staff Education in Teaching & Learning

If applicable, teaching and course/program coordination duties and expectations including teaching timetables and all-student email list for each course

Research duties, expectations and opportunities for funding. Ensure staff are made aware of the requirements of the Responsible Conduct of Research

If applicable, Student Experience of Learning & Teaching (SELT) system

Library access and other staff facilities

Any department specific procedures (e.g. staff meetings, administrative procedures)

Departmental approach to work arrangements including core hours and flexible working arrangements

Any additional requirements and/or arrangements as required: (e.g. Disability Support, Supporting Families, etc)

System training needs (e.g. Alliance, ANU Recruit, ARIES, RMS, eForms, ERMS, ES Financials, HORUS, Insight, Maximo, Pulse, vPermit, Wattle), that are required for the role

Budget / finance if it relates to the new staff member's role (e.g. petty cash, account codes)

INDUCTION CHECKLIST
ACADEMIC STAFF

New Staff Member

Review the Australian National University Enterprise Agreement and Code of Conduct

Meet with key team members and/or direct reports

Ensure access to required University systems

Review the Probation procedure. Your supervisor will establish dates for probation meetings

Review the University's Performance and Development Review (PDR) process. Your supervisor will schedule a meeting to clarify duties, set expectations, determine work objectives and discuss development

Complete a Workstation Assessment to ensure your workstation is suitably adjusted to support good working posture (Office Ergonomics Essentials module available via Pulse)

Review role and the organisational structure. Refer to Tenure track appointment (clause 14.9)

Review the high level University Executive Structure

Review Training & Development webpage to register for relevant development activities

Complete the online ANU New Staff Orientation

Complete of the mandatory online induction modules - It is a condition of probation that the following induction modules be completed within your first three months, however we recommend that they be completed in the first month of commencement:

    EO Online – Module 1

    Core Cultural Learning – Modules 1 & 2 _Code of Conduct

    University Work Health and Safety (WHS) Induction

Please note additional modules may be required specific to your role.

New staff members are encouraged to familiarise themselves with the following:

The ANU Strategic Plan

Work, Health & Safety at ANU

The University's online self-service system HORUS (HR Online Remote User System) which allows you to: apply for leave, access payslips, review personal information, lodge a WHS incident notification, register for staff development courses and view any applicable delegations of authority you may have

Update your publication history and profile information in ARIES

IT Help & Support: Find information on how to access IT support - online and over the phone

ANU Policy Library and Delegations Framework: Consider which policies and delegations are relevant to your role, including the Enterprise Agreement and Code of Conduct

Record keeping guidelines and forms, see the Recordkeeping webpage

State and Federal legislation that applies to the University. Consider the legislation relevant to your role

The University Brand Standards and document templates

Once complete please upload a copy to of this checklist to the new staff member's ERMS file.