Induction Plan and Checklist

(For use by supervisors
and new employees)

PRE-COMMENCEMENT ACTIVITIES

Item		Responsibility	Suggested Timeframe for completion	Done ✓
1.	New employee accepts offer of employment writing and returns written acceptance to the Office of Human Resources (HR).	New Employee	10 working days from date of offer	
2.	Staff details entered into Alesco generating a staff ID number for the employee.	HR	4 weeks prior to commencement	
3.	Confirm computer asset required for new employee by contacting the IT Service Desk.	Supervisor	4 weeks prior to commencement	
4.	Western Sydney University Community database populated with new employee's details.	Information Technology	Automatic upload from Alesco/AMIS	
5.	For all IT services (e.g. IT access, desktop PC or laptop, desk or mobile phone, special systems access, password activation, etc.) go to- http://MyIT.westernsydney.edu.au • Search for 'New Employee Hire' and use the online request form to arrange all IT requirements • Search for 'Staff Directory' to update the Staff Directory **For assistance, contact the IT Service Desk on x5111.**	Supervisor	1 week prior to commencement	
6.	Business cards (if applicable) ordered online through Print Services.	Supervisor	1 week prior to commencement	
7.	Internal announcements made re new employee's commencement (colleagues, internal stakeholders)	Supervisor	1 week prior to commencement	
8.	Office space/work station for new employee to be assigned, established and cleaned. Instigate local processes including adding new employee's name and e-mail address to relevant multifunctional devices to enable photocopying and scanning.	Supervisor to coordinate	1 day prior to new employee commencing	
9.	Allocate a work colleague as a "buddy" for the new employee. The "buddy" will be available to advise the new employee on day to day operational issues (eg. kitchen, bathrooms, printers, copiers etc).	Supervisor	1 day prior to new employee commencing	
10.	Application for Staff Parking and Payment Authority form completed and e-mailed to parking@westernsydney.edu.au	New Employee	On or before commencement	
11.	New employee sent username and login for Staff Online and My Career Online.	HRIS	On first day	

DAY 1 ACTIVITIES

Item		Done ✓	Notes
12.	Welcome Pack provided to new employee on day 1 - discussed and clarified.		
13.	Supervisor will allocate a significant part of day 1 to the new employee, working through the day 1 checklist and components of the Welcome Pack.		
14.	Using staff number complete the following if not already completed: ● Activate WesternAccount; ● Complete User ID and IT Services Access Request form and return to supervisor; Submit signed and approved User ID and IT Services Access Request form to ITS Service Desk; ● Update details in Staff Directory; ● Complete Application for Staff Parking and email to parking@westernsydney.edu.au		
15.	Reasonable adjustments to work area if required. WH&S ergonomics assessment scheduled if required.		
16.	Confirm with the staff member that they have received their new email address example@westernsydney.edu.au		

Item		Done ✓	Notes
17.	Supervisor is responsible for the following: ● Introduce the new employee to their "buddy" *(refer point 9 of Pre-Commencement Activities)*; ● Explain local emergency, security, telephone procedures; ● Briefly introduce new employee to their work colleagues, managers, and Dean of School/ Head of Unit; ● Provide an overview of Western Sydney University; ● Provide an overview of the computer and filing system, access, intranet etc; ● Discuss job expectations, standard operating procedures, policies, etc; ● Discuss relevant forums, networks and group email addresses.		
18.	Tour campus – units /facilities, library, computer centre.		
19.	Building Access Request form sent to new employee for them to complete and return to Supervisor who then forwards the completed (signed) form to Security.		
20.	New staff member directed to Student Central to obtain Staff Card.		

At this point, this form should be handed to the new employee to monitor activities over the coming weeks.

WEEK 1 ACTIVITES			
Item		**Done ✓**	**Notes**
21.	Objectives for role clarified and agreed between new employee and Supervisor, including clarification and agreement on probation requirements.		
22.	Supervisor to walk through Staff Online, including My Career Online, with new employee and ensure new employee understands and can navigate confidently.		

23.	Register and complete online modules via My Career Online for:
	    (a) Online orientation
	    (b) Work Health and Safety
	    (c) Equal Opportunity (EO) Online Training
	    (d) Privacy Online Training		

24.	Register via My Career Online for "Orientation for New Staff".		
25.	Subscribe to the E-update daily news bulletin www.westernsydney.edu.au/eupdate		
26.	Join the Yammer network using your email address (e.g. StaffID@westernsydney.edu.au). http://yammer.com/westernsydney.edu.au		
27.	Training courses in TRIM (if required) and other relevant courses are scheduled by Supervisor. Staff will be provided access once training has been completed.		
28.	Attend meetings with key people in the School/Divisional Unit and be introduced to relevant networks.		
29.	Supervisor to explain how Delegations work at Western Sydney University and ensure new employee is aware of relevant delegations policies and procedures.		

	Additional Requirements for new Academic Staff members		
30.	Ensure new employee comprehensively works through the Learning Futures information online: www.westernsydney.edu.au/learning_futures and if staff member has teaching responsibilities, register for the Foundations of University Learning and Teaching program www.westernsydney.edu.au/fult		
31.	Ensure access to all relevant and required Western Sydney University sites (Units, School sites etc.) is arranged through Unit Coordinators and University site owners. Direct new staff to the e-learning service desk for assistance.		
32.	Platform Web access organized (if required) and relevant training scheduled.		
33.	Meet with Dean of School/Deputy Dean of School/Academic Supervisor (as appropriate) to gain an overview of the structure of course and unit offerings plus policies and protocols for criteria-based assessment.		
34.	Ensure new employee comprehensively works through the 'Research at Western' web pages		
35.	Discuss Research expectations, requirements and policies.		

WITHIN FIRST 2 MONTHS			
Item		Done ✓	Notes
36.	Attend face-to-face orientation session delivered by Talent and Leadership Development.		
37.	Register and complete online training via My Career Online on "Flexible Work at Western Sydney University"		
38.	Familiarization with relevant policies and procedures.		
39.	TRIM and other relevant training completed.		
40	Discuss career development plan for performance management.		
Additional Requirements for new Academic Staff members			
41.	Supervisor to confirm that the new employee (Levels A-C) has been enrolled in the Foundations of University Learning and Teaching Program or have been granted exemption.		

THIRD MONTH			
Item		Done ✓	Notes
42.	Complete Probation Report		

WITHIN FIRST 6 MONTHS			
Item		Done ✓	Notes
43.	Job achievements in first quarter reviewed and assessed.		
44.	Objective setting completed, or currently being implemented.		
45.	Feedback discussed regarding performance in the early months of employment at Western Sydney University		
46.	Personal Development Plan completed, or being implemented.		
47.	Probation requirements completed or on track.		

Additional comments, notes, feedback: