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|  | **Induction Checklist****Professional Staff**  |

**Staff member name and ANU ID:**

**Supervisor name and ANU ID:**

**Supervisor**

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|  | **For the supervisor to complete before the staff member commences** |
| [ ]   | 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. The [Provisioning team](https://services.anu.edu.au/business-units/people-culture-division/provisioning-0) sends a 'Welcome email' to the staff member, in which the supervisor is cc'ed.  |
| [ ]   | Discuss workplace flexibility e.g. work from home, flexibility arrangements, caring responsibilities. |
| [ ]   | Discuss if the new staff member needs any workplace adjustments. [Further information for supervisors is available here](https://services.anu.edu.au/human-resources/health-safety/workplace-adjustments). |
| [ ]   | Prepare request for access forms to systems needed for role (where applicable). |
| [ ]   | Ensure that hardware is arranged e.g. laptop/desktop/mobile phone. This will be initiated by the Provisioning team (preferred method), or you can log a request via the [IT Service Desk](https://servicedesk.anu.edu.au/sp). |
| [ ]   | Ensure software and telephone services (where applicable) are arranged. This will be initiated by the Provisioning team (preferred method), or you can log a request via the [IT Service Desk](https://servicedesk.anu.edu.au/sp). |
| [ ]   | Email, folders and network access will be arranged by the [Provisioning team](https://services.anu.edu.au/business-units/people-culture-division/provisioning-0). |
| [ ]   | Ensure that [building access](https://services.anu.edu.au/campus-environment/safety-security/access-keys-locks-cards) is arranged. This will be initiated by the Provisioning team. |
| [ ]   | Ensure the staff member applies for a parking permit (where applicable). |
| [ ]   | Arrange a workstation/office, stationary, business cards (where applicable). |
| [ ]  | Add new staff member to the [Staff Directory](https://www.anu.edu.au/directories) and any local area directory via the [IT Service Desk](https://services.anu.edu.au/information-technology/software-systems/service-now/logging-an-anu-service-desk-ticket) (where applicable). |
| [ ]   | Ensure new staff member is added to relevant distribution lists, team/area meetings etc. |
| [ ]   | Ensure new staff member has been enrolled in a [New Staff Welcome](https://services.anu.edu.au/human-resources/supporting-development/new-staff-welcome) session. |
| [ ]  | Inform/email current staff that a new staff member will be commencing. |
| [ ]  | Prepare tasks for the first day/week e.g. schedule meetings, allocate time for the staff member to commence [mandatory ANU training](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation). Each module takes between 15-30 minutes to complete. |
| [ ]   | Arrange for someone in the existing team who is designated to the new staff member to help answer questions, help with way finding, Outlook, calendar and room bookings, 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. Ensure that you discuss departmental approach to work arrangements, including core hours and flexible working arrangements. |

**Supervisor**

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|  | **Day 1: for the supervisor to complete the first day the staff member commences** |
| [ ]   | Welcome and introductions to team members. |
| [ ]   | Meeting between supervisor and staff member to welcome and provide an overview of work area, scope of role, key duties, and key stakeholders. |
| [ ]   | Confirm if staff member is registered to attend [New Staff Welcome](https://services.anu.edu.au/human-resources/supporting-development/new-staff-welcome). |
| [ ]   | Remind staff member to complete the [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/) online module.  |
| [ ]  | Remind staff member to complete Induction Checklist on HORUS. |
| [ ]  | Remind staff member to obtain [staff ID/access card](https://services.anu.edu.au/campus-environment/safety-security/safety-security-faq/access-cards) from the Provisioning team.  |
| [ ]   | Enrol in/inform staff member of any local area induction activities. |
| [ ]   | Inform staff member of ANU employee networks e.g. Indigenous Staff Network, ANU Ally Network, ANU Green etc. |
| [ ]   | Introduce staff member to the designated person in the team to help with questions, wayfinding etc. |
| [ ]   | Ensure workspace is set up, including computer/laptop, and that all relevant devices are working and connected to the ANU network. [Guidelines for setting up a computer workstation](https://services.anu.edu.au/human-resources/health-safety/occupational-strains-liaison-officer-network/guidelines-for-setting-up-a-computer-workstation). |
| [ ]   | Show location of amenities e.g. toilets, showers, kitchen etc.  |
| [ ]   | Workplace specific induction to include the following, where applicable, on first day:[ ]  Complete [WHS Tier 2 Induction](https://services.anu.edu.au/human-resources/health-safety) (local area safety induction). [ ]  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. [ ]  Check if the staff member needs a [Personal Emergency Evacuation Plan](https://policies.anu.edu.au/ppl/document/ANUP_004008). |

**Staff member**

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|  | **Day 1: for the staff member to complete on their first day** |
| [ ]   | Meet colleagues and tour of the workplace.  |
| [ ]   | Ensure workspace is set up, including computer/laptop, and that all relevant devices are working and connected to the ANU network. [Guidelines for setting up a computer workstation](https://services.anu.edu.au/human-resources/health-safety/occupational-strains-liaison-officer-network/guidelines-for-setting-up-a-computer-workstation). |
| [ ]   | Book an appointment to obtain [staff ID/access card](https://services.anu.edu.au/campus-environment/safety-security/safety-security-faq/access-cards) from the Provisioning team.  |
| [ ]   | Register for [parking permit](https://services.anu.edu.au/campus-environment/transport-parking) (if driving to campus) and/or become familiar with [cycling on campus](https://services.anu.edu.au/campus-environment/transport-parking/cycling) information (if cycling to campus). |
| [ ]   | Note [New Staff Welcome](https://services.anu.edu.au/human-resources/supporting-development/new-staff-welcome) date and set aside on calendar to attend. |
| [ ]   | Ensure Induction Checklist is completed on [HORUS](https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system). |
| [ ]   | Introduction to assigned person in your team who will help with questions, wayfinding etc.  |
| [ ]   | Download the [ANU OK app](https://services.anu.edu.au/campus-environment/safety-security/anuok-app) (optional, but strongly encouraged).  |
| [ ]   | If applicable: submit preferred name change request. Go to: horus.anu.edu.au (HORUS > Personal Details > Name), then log a ticket via the [IT Service Desk](https://services.anu.edu.au/information-technology/software-systems/service-now/logging-an-anu-service-desk-ticket) to reflect the changes on your user profile (personal email, ANU systems etc.) |
| [ ]   | Complete [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/) online module. |

**Supervisor**

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|  | **Week 1: for the supervisor to complete the first week the staff member commences** |
| [ ]   | Discuss the probation period and establish dates for performance and development discussions. See the [ANU Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement) and [Probation Procedure](https://policies.anu.edu.au/ppl/document/ANUP_000508). |
| [ ]   | Discuss work and development goals and schedule first meeting/s to finalise the goal setting step of the [Focus process](https://services.anu.edu.au/human-resources/supporting-development/anu-focus-performance). |
| [ ]   | Assess the [ergonomic set up of the staff member's workspace](https://services.anu.edu.au/human-resources/health-safety/occupational-strains-liaison-officer-network/guidelines-for-setting-up-a-computer-workstation). Or arrange for an Occupational Strains Liaison Officer (OSLO) to conduct an assessment.  |
| [ ]   | Set up appointments with key staff/stakeholders within your office/School/area (as relevant). |
| [ ]   | Organise meetings with the Dean or Director/s in the area (if relevant). |
| [ ]   | Direct staff member to website and information sources for the School/Division/area, relevant to their role. |
| [ ]  | Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings, Teams sites, chats and channels etc.  |

**Supervisor**

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|  | **Week 1: supervisor to discuss with the staff member in the first week** |
| [ ]   | The staff member's role and organisational structure. Refer to the [Professional Staff Classification Descriptors](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-6-professional-staff-classification-descriptors). |
| [ ]   | The [ANU Executive](https://www.anu.edu.au/about/university-executive) structure and [Strategic](https://www.anu.edu.au/about/strategic-planning/anu-strategic-plan-2021-2025) and/or [Corporate Plan](https://www.anu.edu.au/about/strategic-planning/anu-corporate-plan-2024-2027).  |
| [ ]   | The Australian National University [Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement). |
| [ ]   | The [ANU Code of Conduct](https://policies.anu.edu.au/ppl/document/ANUP_000388). |
| [ ]   | Completion of the [ANU New Staff Orientation](https://anu.interactiontraining.net/Central/) online module. |
| [ ]   | Completion of [mandatory online training](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation). **Note:** it is a condition of probation that mandatory training is completed within the first three months of employment. Each module takes between 15-30 minutes to complete. |
| [ ]   | Review [Supporting Development site](https://services.anu.edu.au/human-resources/supporting-development) to highlight staff development opportunities. |
| [ ]   | Awareness of [Safety and Wellbeing at ANU](https://services.anu.edu.au/human-resources/health-safety). |
| [ ]   | ANU [governance](https://www.anu.edu.au/about/governance), [policies and procedures](https://policies.anu.edu.au/ppl/index.htm). Consider which policies and [delegations](https://www.anu.edu.au/about/governance/frameworks-disclosures/delegations-framework) are relevant to the staff member's role. |
| [ ]   | State and Federal legislation that applies to the University. Consider which [legislation](https://www.anu.edu.au/about/governance/legislation) is relevant to the staff member's role. |
| [ ]   | [ANU semester dates and other key dates](https://www.anu.edu.au/directories/university-calendar). Inform the staff member of School/area seminar timetable (if relevant).  |
| [ ]   | If applicable, [Student Experience of Learning and Teaching (SELT)](https://services.anu.edu.au/learning-teaching/education-data/student-experience-of-learning-teaching-selt) system.  |
| [ ]   | [ANU Library access](https://libguides.anu.edu.au/newspapers) and other [library resources](https://libguides.anu.edu.au/c.php?g=963178&p=6996076) for staff. |
| [ ]   | Any departmental specific procedures e.g. staff meetings, administrative processes. |
| [ ]   | Departmental approach to work arrangements, including core hours and flexible working arrangements. |
| [ ]   | Any cultural leave needs e.g. religious holidays, NAIDOC leave, days of cultural significance. |
| [ ]   | Any additional requirements and/or arrangements e.g. [Disability Support](https://services.anu.edu.au/human-resources/diversity-inclusion), [supporting families](https://services.anu.edu.au/human-resources/diversity-inclusion/families-and-carers) etc. |
| [ ]   | System training needs e.g. ANU Recruit, ARIES, RMS, ERMS, ES Financials, HORUS, Insight, Maximo, Pulse, Wattle etc. |
| [ ]   | Budget/finance if it relates to the staff member's role e.g. account codes. |

**Staff member**

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|  | **Week 1: staff member to complete in their first week**  |
| [ ]   | Review the ANU [Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement) and [Code of Conduct](https://policies.anu.edu.au/ppl/document/ANUP_000388). |
| [ ]   | Meet with any direct reports and key team members. Establish regular meetings with your direct report/s, and agree on the cadence of regular catch-up meetings that work for both you. Have a conversation with your supervisor about regular catch-ups between the both of you. |
| [ ]   | Ensure access to necessary ANU systems. |
| [ ]   | Review [Probation Procedure](https://policies.anu.edu.au/ppl/document/ANUP_000508). Your supervisor will establish dates for performance and development discussions during the probationary period. |
| [ ]   | Review the ANU performance and development [Focus process](https://services.anu.edu.au/human-resources/supporting-development/anu-focus-performance). Your supervisor will schedule a meeting to clarify duties, set expectations, determine work goals and discuss development.  |
| [ ]  | Ensure that your [workstation is suitably adjusted to support good working posture](https://services.anu.edu.au/human-resources/health-safety/occupational-strains-liaison-officer-network/guidelines-for-setting-up-a-computer-workstation). There is a 'Setting up your workstation' online module (optional) via [Pulse](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation). |
| [ ]   | Review your Position Description (PD) and your area organisational structure. |
| [ ]  | Review the [ANU Executive](https://www.anu.edu.au/about/university-executive) structure and [Strategic](https://www.anu.edu.au/about/strategic-planning/anu-strategic-plan-2021-2025) and/or [Corporate Plan](https://www.anu.edu.au/about/strategic-planning/anu-corporate-plan-2024-2027). |
| [ ]   | Review [Supporting Development site](https://services.anu.edu.au/human-resources/supporting-development) - highlights staff development opportunities. |
| [ ]   | Complete [mandatory online training](https://services.anu.edu.au/human-resources/supporting-development/modules-for-probation). **Note:** it is a condition of probation that mandatory training is completed within the first three months of employment. Additional modules may be required specific to your role. Check with your supervisor. |

**Staff member**

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|  | **New staff members are encouraged to familiarise themselves with:**  |
| [ ]   | The [ANU Executive](https://www.anu.edu.au/about/university-executive) structure and [Strategic](https://www.anu.edu.au/about/strategic-planning/anu-strategic-plan-2021-2025) and/or [Corporate Plan](https://www.anu.edu.au/about/strategic-planning/anu-corporate-plan-2024-2027). |
| [ ]   | [Health, Safety and Wellbeing at ANU](https://services.anu.edu.au/human-resources/health-safety). |
| [ ]   | The University's online self-service system [HORUS](https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system) (HR Online Remote User System) where you: * apply for leave
* access payslips
* access your [Focus](https://services.anu.edu.au/human-resources/supporting-development/anu-focus-performance) document
* review personal information
* register for staff development courses
* view any applicable delegations of authority your role may have

If you are a supervisor, this is also where you access Manager Self Service, where you access all this for your direct reports.  |
| [ ]   | [IT help and support](https://services.anu.edu.au/information-technology/accessing-help-support) - how to access IT support, online and over the phone. |
| [ ]   | ANU [governance](https://www.anu.edu.au/about/governance), [policies and procedures](https://policies.anu.edu.au/ppl/index.htm). Consider which policies and [delegations](https://www.anu.edu.au/about/governance/frameworks-disclosures/delegations-framework) are relevant to your role, including the [Enterprise Agreement](https://services.anu.edu.au/human-resources/enterprise-agreement) and [ANU Code of Conduct](https://policies.anu.edu.au/ppl/document/ANUP_000388). |
| [ ]   | [Recordkeeping](https://services.anu.edu.au/planning-governance/recordkeeping) guidelines and forms. |
| [ ]   | State and Federal legislation that applies to the University. Consider which [legislation](https://www.anu.edu.au/about/governance/legislation) is relevant to your role. |
| [ ]   | ANU [brand identity and standards](https://services.anu.edu.au/marketing-outreach/anu-identity), including [document templates on the ANU Brand Identity Hub](https://anu365.sharepoint.com/sites/ANUidentityHUB/SitePages/Resources-%26-Downloads.aspx?source=https%3a//anu365.sharepoint.com/sites/ANUidentityHUB/SitePages/Forms/ByAuthor.aspx).  |

**Supervisor**

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|  **Key dates** |
|  Staff member start date:  |
| Staff member probation date: |
|  Initial [Focus](https://services.anu.edu.au/human-resources/supporting-development/anu-focus-performance) conversation date: |

**Supervisor and staff member**

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|  **Induction checklist completion**  |
|  Staff member signature: Date:  |
|  Supervisor member signature: Date:  |

Once this checklist is complete the supervisor should upload a copy on the [Induction Checklist on HORUS](https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system/induction-checklist-in-horus) - there will be a prompt for the supervisor to do this during the HORUS induction process.

If you need assistance doing this contact the HR Systems team.