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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-&-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](mailto:HRSystems@anu.edu.au).