

**Medicine and Public Health**

**Supervisor Checklist – Local Induction & Orientation**

*(This is a guide to assist CMPH Supervisors responsible for the local onboarding and induction of new staff – this is separate and in addition to the Induction Checklist (All Staff) that can be found* [*here*](https://staff.flinders.edu.au/content/dam/staff/pc/new-staff/induction-checklist-all-staff.pdf)*)*

Further information that may be helpful when inducting a new staff member can be found [here](https://staff.flinders.edu.au/employee-resources/supervisor-resources/inducting-new-staff/induction-pre-employment)

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| --- | --- |
| **Employee name** |  |
| **Position** |  | **FAN** |  |
| **Work Unit** |  | **Start date** | Click or tap to enter a date. |
| **Supervisor** |  |

|  |  |
| --- | --- |
| **Prior to commencement (within six weeks before start date)** | **Date completed** |
| **Hardware and system access**[ ]  Desk, Chair, Footrest[ ]  [Desk phone](https://staff.flinders.edu.au/workplace-support/digital-services/desk-phones) / Mobile phone[ ]  [Required hardware](https://staff.flinders.edu.au/workplace-support/digital-services/hardware-purchasing) such as Laptop / iPad, Monitors, Keyboard, Mouse, Headphones, Stationery[ ]  [Email account](https://staff.flinders.edu.au/workplace-support/digital-services/email) and computer access |  |
| **Local induction** [ ]  Send meeting requests* Introductory meetings with key stakeholders
* Regular meetings and one-on-one catch ups

[ ]  Set up Campus tour / site visit date and time [ ]  Allocate a ‘Buddy’ for assistance and questions  |  |
| **Welcome** [ ]  Communication to team/s – employee’s name, start date, seating arrangements, role title, summary of the role, their experience. [ ]  Welcome email to the new starter confirming the details for their first day, including relevant links, site maps, team sites or other electronic information.[ ]  Prepare welcome pack (CMPH lanyard, Flinders mug, printed copy of CMPH Strategy), printed contact lists and organisational charts |  |
| **Day one** | **Date completed** |
| **Welcome** [ ]  Meet at arranged start time[ ]  Show allocated workspace /office, meeting rooms, kitchen, emergency exit, toilet, any other spaces they will use as an employee[ ]  Hand over welcome pack* CMPH Lanyard
* CMPH / Flinders mug
* CMPH Strategy document
* Hard copy of contact lists and organisational charts
 |  |
| **Essential information** [ ]  Provide copy of the [*Induction Checklist – All Staff*](https://staff.flinders.edu.au/content/dam/staff/pc/new-staff/induction-checklist-all-staff.pdf) for completion and return[ ]  ‘Buddy’ to show employee how to access induction modules online[ ]  Direct employee to [Flinders Connect](https://www.flinders.edu.au/flindersconnect) to arrange a Staff ID/access card (and as per RRH process if required)[ ]  Online staff telephone directories:* RRH SA & NT - [telephone directories](https://flinders.sharepoint.com/%3Af%3A/s/RuralandRemoteHealthSANT/Em8HGrNERzdOur0dXnDljfMBe12HriCoKqXaSkmy4yU8Fw?e=Tsic3q) - (MS Teams)
* All other staff - [Staff Directory](https://staff.flinders.edu.au/staff-directory) (Flinders University website)

[ ]  Campus map - [Bedford Park Campus](https://www.flinders.edu.au/content/dam/documents/campus/maps/campus-map.pdf)[ ]  Employee to complete [FAN activation](https://staff.flinders.edu.au/workplace-support/digital-services/digital-services-access)[ ]  Shared drive(s)[ ]  Okta Dashboard (ServiceOne, Workday, FLO, vPermit, NuTrip, OneDrive, etc.)[ ]  MS Teams groups[ ]  Basware (if required)[ ]  Email distribution lists[ ]  vPermit for first day parking ([FAQ vPermits](https://www.flinders.edu.au/content/dam/documents/campus/bedford-park/parking/vpermit-faqs.pdf))[ ]  OCHRE Card (NT Working with Children Check) (if required)[ ]  Discuss car parking options – [vPermit](https://vpermit.com.au/flinders), [Casual parking](https://www.flinders.edu.au/content/dam/documents/campus/bedford-park/parking/short-term-parking-faqs-flinders-university.pdf), [Visitor parking](https://www.flinders.edu.au/content/dam/documents/campus/bedford-park/parking/visitor-parking.pdf)[ ]  Send link to [CMPH webpage](https://staff.flinders.edu.au/colleges-and-services/cmph) for handy information |  |
| **Work Health and Safety**[ ]  Show location of emergency exits, emergency posters, fire hose reels /hydrants and assembly points[ ]  Provide details of Fire Wardens for the building - Chief Warden list [ ]  Provide name and location of First Aiders and Health & Safety Rep **Job Specific Work Health and Safety (if applicable)**[ ]  Complete local HSW induction to identify risks, hazards, Personal Protective Equipment, training, certifications etc. and send completed form to P&C to file on staff member's file. |  |
| **Online courses** [ ]  Direct employee to [online courses calendar](https://ienrol.flinders.edu.au/index.php/calendar)[ ]  Employee to complete all courses for [New Staff](https://ienrol.flinders.edu.au/index.php/newstaff) |  |
| **Week one** | **Date completed** |
| **Position and expectations**[ ]  Discuss the role, detailing:* Key deliverables and associated timelines or dates
* Key stakeholders
* Measures of success
* Workload plan (Academic staff)
* Personal expectations (Working hours, location, timesheet, etc.)
 |  |
| **Office Procedures and Resources (‘Buddy’)**[ ]  Provide contact details for the work group[ ]  Explain the process for shared emails and calendars[ ]  Explain mail receipt and distribution[ ]  Send link to CMPH Operations Manual (from Operational Services staff) |  |
| **\*For Managers or Supervisors with direct management responsibility only. Shared information to remain confidential.**☐ Provide access to current performance management reviews for relevant staff☐ Advise of any relevant information about staff involving medical conditions (where consent was given), workplace modifications, performance warnings, leave management, etc.☐ Provide links to online training modules:* [Supervising at Flinders](https://ienrol.flinders.edu.au/index.php/course/SGS)
* [WHS Training for Managers and Supervisors](https://ienrol.flinders.edu.au/index.php/course/HBN)
* [Equal Opportunity](https://staff.flinders.edu.au/employee-resources/working-at-flinders/equal-opportunity/resources-and-training)
 |  |
| **\*Research staff only** ☐ Provide link to [FHMRI](https://www.flinders.edu.au/health-medical-research-institute)☐ Employee to enrol in [Research FastStart](https://ienrol.flinders.edu.au/index.php/course/20FS) via iEnrol☐ Employee to subscribe to:* FHMRI weekly newsletter

– send request to CMPH.marcomms@flinders.edu.au * ResearchLink platform

– send request to research.link@flinders.edu.au* NHMRC ‘Tracker’ (if relevant)

☐ Orientation on [Research Services and Support](https://staff.flinders.edu.au/research)☐ Employee to create:* [Flinders ResearchNow profile](https://library.flinders.edu.au/content/dam/library/documents/bibliometrics/ResearchNow.pdf)
* [Grant Connect account](https://staff.flinders.edu.au/colleges-and-services/finance#grants-finance)

☐ Aboriginal and Torres Strait Islander research staff and students can contact research.collective@flinders.edu.au to join FNRC☐ Refer staff to CMPH RDS team at cmph.research@flinders.edu.au for research support |  |
| **Introductions / Identify relevant stakeholders – suggestions listed below*** People and Culture Business Partner
* Finance Business Partner
* Education
* Research / FHMRI (Flinders Health & Medical Research Institute)
* Rural and Remote
* Student Administration Services (SAS)
* College Operations
* Marketing & Communications
* Property, Facilities and Development (PFD)
* Technical Services
* Information and Digital Services (IDS)
* eLearning
* Work Integrated Learning (WIL)
* International Team
* Clinician Support.
 |  |
| **Transition to Flinders University IDS environment (‘Buddy’)**[ ]  Guide the staff member to the [Flinders University homepage](https://www.flinders.edu.au/) and useful links to information and services[ ]  Show how to access the [CMPH website](https://staff.flinders.edu.au/colleges-and-services/cmph) and online services including where and how to save files[ ]  Show how to register for [Staff Development courses](https://ienrol.flinders.edu.au/)[ ]  Explain [remote IT access](http://www.flinders.edu.au/its/audio-visual-services/supported-lecture-theatres.cfm) and support [ ]  Arrange training for software programs as required[ ]  How to use Workday* [User guides and support](https://staff.flinders.edu.au/workplace-support/digital-services/workday)
* [Sign In](https://flinders.okta.com/app/workday/exke80y0ir03QWZd51t7/sso/saml)
 |  |
| **First month** | **Date completed** |
| **Mentoring Programs**[ ]  Advise of [CMPH Mentoring Program](https://www.flinders.edu.au/health-medical-research-institute/research-education-development-hub/mentoring) and identify the two-way nature of mentoring programs as both a mentor and a mentee. |  |
| **Probation**[ ]  Discuss probation period and continue with regular check-in meetings to discuss performance and supports |  |
| **PRD discussion**[ ]  Set up date and time for PRD discussion and use [Performance Development tools](https://staff.flinders.edu.au/colleges-and-services/cmph/supervisor-resources) for Academic staff or Professional staff as relevant  |  |
| **Mentoring and Support**☐ [Flinders University Mentoring Program](https://staff.flinders.edu.au/employee-resources/professional-development/professional-mentoring-program)☐ [CMPH Mentoring Program](https://www.flinders.edu.au/health-medical-research-institute/research-education-development-hub/mentoring)☐ [Indigenous Workforce Strategy](https://www.flinders.edu.au/content/dam/documents/jobs/indigenous-workforce-strategy.pdf)☐ [GIDE](https://www.flinders.edu.au/health-medical-research-institute/about-us/gide) |  |
| **Completion of process**[ ]  Send copy of completed checklist to CMPH P&C |  |

**CMPH – Onboarding and Induction Flow Chart**

# Process for ordering computer

This step should be completed once the offer has been accepted to ensure new staff have appropriate hardware upon commencement.

1. **Resource Committee**

Identify the hardware requirements (see standard configuration and optional extras below). Prepare and submit a Resource Committee form to cmph.operations@flinders.edu.au detailing the hardware requirements. No purchases are to be made until the Resource Committee have considered the request.

1. **Computer Purchasing**

If approved by the Resource Committee, a request will be submitted to Computer Purchasing as per the Resource Committee approval.The contact will be notified once the computer has arrived.

***Standard Configuration***

* Intel Core i5-10310U Processor (4 Core, 1.7GHz, 6M cache) 14.0" FHD (1920x1080) Anti-Glare LCD with Camera and Microphone Integrated Intel UHD 620 Graphics, Thunderbolt 16GB (1x16GB) DDR4 Memory 512GB Class 40 Solid State Drive 4-cell (68Whr) Express Charge battery Intel Dual Band Wireless-AX201 Wi-Fi Bluetooth 5.1 Ports (HDMI, USB3.2, USB-C, RJ45) 3 Year NBD Onsite Service Weight from 1.48kg Windows 10

***Optional Extras***

* Upgrade to 1TB SSD Hard Drive [ will add $155.00]
* Dell Thunderbolt Dock (note: docks purchased with Dell laptops pre-May 2017, are not compatible with this generation of new Dell laptops) [ will add $280.00]
* Upgrade to i7-10610U processor [ will add $225.00]
* External Monitor - Dell P2319H 23"(note: new monitors are required with the Thunderbolt dock) [ will add $213.00]
* Second External Monitor - Dell P2319H 23" (requires dock to run dual monitors) [ will add $213.00]
* USB Keyboard and Mouse [ will add $41.00]
* Business Laptop Carry Briefcase (suit 14" Screen) [ will add $42.00]

Further information about purchasing a computer can be found on [ServiceOne](https://flindersuni.service-now.com/csp?id=sc_category&catalog_id=e1843bbedb019c50c8e096888a9619c3).

# Process of system access

This can be arranged through [ServiceOne](https://flindersuni.service-now.com/csp?id=csp_index)

*ServiceOne >All Catalogs> Technology Services > Request Something > Support > New Staff member – IT Setup.*

Provide as much information as possible to ensure the new staff member has the appropriate access provided from day one.