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**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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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/:f:/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](mailto:CMPH.marcomms@flinders.edu.au)   * ResearchLink platform   – send request to [research.link@flinders.edu.au](mailto: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](mailto:research.collective@flinders.edu.au) to join FNRC  ☐ Refer staff to CMPH RDS team at [cmph.research@flinders.edu.au](mailto: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](mailto:cmph.pc@flinders.edu.au) |  |

**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](C://Users/stan0387/AppData/Local/Downloads/resource-committee-submission-form%20(2).pdf) to [cmph.operations@flinders.edu.au](mailto: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.