

Induction and Onboarding

Supervisor Guide – All staff



This checklist provides a guide about the supervisor responsibilities when onboarding and inducting a new staff member. It should be used in conjunction with the Online Induction.

Supervisors have an important role in onboarding new staff members.

If you need more support, contact your local People and Culture Business Partner.

Employee name			
Position title		Work area	
Start date		Finish date (if contract)	

BEFORE THEY START

COMMUNICATION

Once the appointment is confirmed, contact the new starter to discuss their first day, including:

- Start date and time
- Where to meet on day one
- Attire
- Car park arrangements (if required)
- Activating their FAN before they start

Communicate the appointment to the team, including:

- Name
- Position title
- Summary of their role
- Start date and seating arrangements.

ARRANGE EQUIPMENT AND OFFICE SPACE

Order the necessary hardware and equipment, including:

- Laptop
- Monitor
- Accessories (keyboard, mouse etc)

Arrange a workstation

- Desk
- Chair
- Footrest (if required)

DAY ONE

WELCOME AND WORKPLACE TOUR

	Meet the new starter at the agreed time and location
	Show them their workspace
	Introduce them to their team members and other key personnel
	Arrange an access pass <ul style="list-style-type: none"> • Submit a ServiceOne for the appropriate Building access
	Tour key facilities, including: <ul style="list-style-type: none"> • Building access points • Emergency exits and protocols • Toilets and facilities • Kitchen / Tea and coffee facilities • Lunch and food venues
	Provide and complete the Local Work Health and Safety Induction checklist with the staff member.

GETTING SET UP

	Provide them with the steps to Activate their FAN if not already done
	Assist with digital services , including access to relevant systems: <ul style="list-style-type: none"> • Email • Share drive • Okta Dashboard (ServiceOne, vPermit, NuTrip etc) • Basware (if required) • ResearchNow (if required)
	Provide the Workstation checklist to assist them in getting their workstation set up.

JOB RESPONSIBILITIES

	Set aside time to discuss the job responsibilities, expectations, and ways of working. Consider:
	How this role contributes to the work group and University
	What is planned for the first week, first month, and first year
	The performance expectations
	Training and development needs
	Meetings and probation process

WEEK ONE

STAFF LEARNING PORTAL

	All Continuing and Fixed Term staff members have a Staff Learning Portal which can be accessed through the Okta dashboard.
	Online Induction <i>*If the induction module is not visible within 48 hours of commencing, please contact professional.development@flinders.edu.au</i>
	Required Learning <i>Each person will have their required learning listed in their Staff Learning Portal. New starters should be encouraged to complete these training needs shortly after commencing.</i>

OFFICE PROCEDURES

	Provide training and instruction on local process, including:
	Photocopying and printing
	Mail receipt and distribution
	Access to university vehicles
	Shared emails and calendars
	Meeting arrangements and room bookings
	Travel

PROBATION

JOB RESPONSIBILITIES

Supervisors are responsible for the probation of new staff.

Set expectations early.

Develop a schedule to check in over their probation period.

Contact People and Culture Business Partners for any support relating to probation.