

# Induction Checklist – all staff



This checklist provides a guide to the activities you must complete during your induction period. It should be used in conjunction with the online induction course in FLO.

Once complete, the checklist should be printed and signed for retention by your supervisor.

<b>Employee name</b>			
<b>Title</b>		<b>Position</b>	
<b>FAN</b>		<b>Payroll No</b>	
<b>Work phone No</b>		<b>Room No</b>	
<b>Start date</b>		<b>Finish date</b>	
<b>Supervisor name</b>			

<b>Induction Activities – Day one</b>	<b>Date completed</b>
Introduction to colleagues and key staff <input type="checkbox"/> Meet with supervisor on arrival <input type="checkbox"/> Meet team members and other key personnel <input type="checkbox"/> Set up appointments with other key staff as required	
Tour of workplace, including: <input type="checkbox"/> Workstation <input type="checkbox"/> Building access <input type="checkbox"/> Emergency exits <input type="checkbox"/> Toilets <input type="checkbox"/> Lunchroom <input type="checkbox"/> Tea / coffee facilities <input type="checkbox"/> Food facilities	
Job role, key responsibilities and expectations <input type="checkbox"/> How does this role contribute to the work group and University? <input type="checkbox"/> What is planned for first week, first month? <input type="checkbox"/> What are the performance expectations for the role? <input type="checkbox"/> Schedule meetings to discuss performance and probation <input type="checkbox"/> Identify any training and development needs	
Accessing the computer <input type="checkbox"/> Activate FAN <input type="checkbox"/> Obtain access to all relevant systems, including email, share drive, Okta, FLO, others as required <input type="checkbox"/> Will other software access be required? What? <input type="checkbox"/> Arrange training for software programs as required	
Office procedures and resources including: <input type="checkbox"/> Photocopying / printing <input type="checkbox"/> Mail receipt and distribution <input type="checkbox"/> List of useful phone numbers for work group <input type="checkbox"/> Meeting arrangements <input type="checkbox"/> Cost centre <input type="checkbox"/> Petty cash arrangements <input type="checkbox"/> Shared email and calendars <input type="checkbox"/> Access to university vehicle	

Induction Activities – First Week	Date completed																						
Complete online New Staff Induction program via FLO																							
<b>Module 1 – Welcome to Flinders University</b> <input type="checkbox"/> 1.1 Welcome from the Vice-Chancellor <input type="checkbox"/> 1.2 Getting started																							
<b>Module 2 – Induction essentials</b> <input type="checkbox"/> 2.1 An overview of Flinders University <input type="checkbox"/> 2.2 Getting started at work <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete and attach Workstation Checklist</li> <li><input type="checkbox"/> Set up computer</li> <li><input type="checkbox"/> Set up phone</li> <li><input type="checkbox"/> Set up email signature</li> <li><input type="checkbox"/> Check staff directory</li> <li><input type="checkbox"/> Set up voicemail</li> <li><input type="checkbox"/> Arrange staff ID card</li> <li><input type="checkbox"/> Create staff business webpage</li> </ul> <input type="checkbox"/> 2.3 Emergency procedures <table border="1" data-bbox="245 994 1104 1308"> <tr> <td>Emergency assembly point</td> <td></td> </tr> <tr> <td>Fire Warden</td> <td>Name Number</td> </tr> <tr> <td>First Aid officer</td> <td>Name Number</td> </tr> <tr> <td>In a medical emergency</td> <td></td> </tr> <tr> <td>Other (if required)</td> <td></td> </tr> </table> <input type="checkbox"/> 2.4 Security and parking <table border="1" data-bbox="245 1352 1104 1666"> <tr> <td>Internal phone number</td> <td></td> </tr> <tr> <td>External phone number</td> <td></td> </tr> <tr> <td>Hours of operation</td> <td></td> </tr> <tr> <td>After hours building access</td> <td></td> </tr> <tr> <td>Other (if required)</td> <td></td> </tr> </table> <input type="checkbox"/> 2.5 Working with integrity <input type="checkbox"/> 2.6 Equal Opportunity Online – Module 1 <input type="checkbox"/> 2.7 Equal Opportunity at Flinders <input type="checkbox"/> 2.8 Work Health and Safety and Injury Management <table border="1" data-bbox="245 1805 1104 1868"> <tr> <td>WHS representative</td> <td></td> </tr> </table> <input type="checkbox"/> Complete and attach WHS Checklist <input type="checkbox"/> 2.9 Hazard management and incident reporting	Emergency assembly point		Fire Warden	Name Number	First Aid officer	Name Number	In a medical emergency		Other (if required)		Internal phone number		External phone number		Hours of operation		After hours building access		Other (if required)		WHS representative		
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Induction Activities – First Month	Date completed		
<p><b>Module 3 – Employment conditions</b></p> <p><input type="checkbox"/> 3.1 All staff</p> <p style="padding-left: 20px;"><input type="checkbox"/> Submit all employment paperwork</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Absence notification method</td> <td style="width: 70%;"></td> </tr> </table> <p>and</p> <p><input type="checkbox"/> 3.2 Professional Staff</p> <p>or</p> <p><input type="checkbox"/> 3.3 Academic and Research Staff</p>	Absence notification method		
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<p><b>Module 4 – Supervision</b> (only for staff with supervisory responsibilities)</p> <p><input type="checkbox"/> 4.1 Supervising at Flinders</p> <p><input type="checkbox"/> 4.2 Work Health and Safety program for supervisors</p> <p><input type="checkbox"/> 4.3 Equal Opportunity Online – Module 2</p>			
<p><b>Module 5 – Course evaluation</b></p> <p><input type="checkbox"/> 5.1 Course evaluation form</p>			

Induction Activities – if applicable	Date completed
<input type="checkbox"/> Obtain name badge and business card	
<input type="checkbox"/> Additional ESOS Compliance training required Refer to the <a href="#">Professional Development Unit</a> website for training dates and self-enrolment	
<input type="checkbox"/> Any additional requirements (eg workplace adjustments)	
<input type="checkbox"/> Additional induction requirements for local work group	

Induction confirmation		
All Induction activities have been completed as indicated on this checklist.		
<input type="checkbox"/> Completed WHS Checklist attached		
New employee Signed:		Date:
Supervisor Signed:		Date:

ORIGINAL retained by supervisor COPY retained by staff member