

School of Behavioural Science Induction Checklist



THE UNIVERSITY OF
MELBOURNE

Employee Name:

Commencement Date:

Employee Type: Casual Continuing Contract

Day One Activities			
Sign On	Date Completed	Person Responsible	Comments
Complete HR documentation for human resources (Casual employees need to complete HR 20 A/G Casual Contract of Employment and Tax File Number Declaration Form) http://www.hr.unimelb.edu.au/aboutus/forms		PA to HoS for permanent staff/ Resources Assistant for casual staff	
Ensure that the HR 15 Health Hazard Assessment Questionnaire has been completed and sent to HR		EHS Coordinator	
If permanent staff member, book into HR orientation program held each month and organise EHS Roles course		School Manager	
If permanent staff member schedule a meeting with Staff Services to check all relevant procedures have been completed		PA to HoS	
Visit HR to obtain Staff Card if required		PA to HoS	
Arrange for keys to be allocated and signed for		Resources Assistant	
Arrange introduction to Themis http://themis.unimelb.edu.au/		School Manager	
Workstation	Date Completed	Person Responsible	Comments
Organise workspace – arrange for computer, phone, desk, chair, door name tag etc		Resources Manager	

Check workstation is ergonomic http://www.unimelb.edu.au/ehsm/Keyboard_assess.pdf		Employee	
Communication	Date Completed	Person Responsible	Comments
Introduce to IT support staff		School Manager	
Set up network account as appropriate		IT Manager	
Set up email account http://accounts.unimelb.edu.au/		IT Manager	
Set up Themis Self Service account (email account must be activated and overnight verification process completed before proceeding) http://accounts.unimelb.edu.au/		IT Manager	
Demonstrate use of telephone, voicemail		Resources Assistant	
Notify switchboard of employee details switchboard-info@unimelb.edu.au		PA to HoS	
Ensure access to Internal Phone and Email Directories		Resources Assistant	
Advise on external/internal mail process, stationary supplies		Resources Assistant	
Show location of printers, fax and photocopiers		Resources Assistant	
Environment	Date Completed	Person Responsible	Comments
Make aware of non-smoking workplace		School Manager	
Show location of light switches, toilets, storage spaces, tea room, food outlets, banks, post office, Union building		Supervisor	

Working Conditions	Date Completed	Person Responsible	Comments
Introduce to colleagues		Supervisor	
Advise new staff member on entitlements of annual, family and sick leave http://www.unimelb.edu.au/ppp/docs/9.html (remind academic staff of need to apply for annual leave and sick leave)		School Manager	
Explain working hours, tea and lunch breaks		Supervisor	
Explain pay days http://hr.unimelb.edu.au/_data/assets/pdf_file/0009/110052/2009-Payroll-Calendar.pdf		School Manager	
Explain work place security conditions (alarms, keys, swipecards, security of passwords etc)		School Manager	
Research car parking if needed http://www.pb.unimelb.edu.au/Parking/		Employee	
Research public transport if needed http://www.metlinkmelbourne.com.au/		Employee	
Research bicycle parking facilities if needed http://www.pb.unimelb.edu.au/parking/whereyoushouldpark/bicycleparking.html		Employee	
Research child care facilities if needed http://www.services.unimelb.edu.au/childcare/index.html		Employee	
EHS	Date Completed	Person Responsible	Comments
Show location of emergency exits and assembly point		EHS Coordinator	

Explain emergency information and procedures, emergency equipment (first aid box), incident reporting on Themis Self Service http://www.themis.unimelb.edu.au/ , making a Workcover claim		EHS Coordinator	
Explain confidentiality and security standards		School Manager	
Explain EHS issue resolution process		EHS Coordinator	
Introduce key EHS persons (e.g. floor wardens)		EHS Coordinator	
Ensure awareness of University Security Office (46666)		School Manager	
Week One Activities			
Job Performance	Date Completed	Person Responsible	Comments
Discuss position description, explain job performance, standards, measurements and any special conditions in offer of employment		Supervisor	
Explain the Performance Development Framework		Supervisor	
Explain probationary process/code of conduct		Supervisor	
Provide a list of relevant committees with meeting dates		Supervisor	
Explain workplace working relationships		Supervisor	
Direct employee to Personnel Policies and Procedures http://www.unimelb.edu.au/ppp/docs/		School Manager	
Direct employee to HR Client Services http://www.hr.unimelb.edu.au/aboutus/contact/cs		School Manager	

Explain local relationship for handling personal problems or complaints including sexual harassment		School Manager	
Administrative	Date Completed	Person Responsible	Comments
Complete the Administration Systems Application form if necessary		School Manager	
Complete signature authority forms if necessary		School Manager	
Complete authority to drive University car form if necessary		School Manager	
Customs and Culture	Date Completed	Person Responsible	Comments
Provide details of University organisational structure and how workplace fits in it		School Manager	
Provide details of any operational plans and goals and discuss how position related to the overall goals		School Manager	
Indicate preferred modes for addressing other staff and answering the telephone		School Manager	
Explain preferred format for documents and accounting records		School Manager	
Explain any terminology or abbreviations that may not be known to the employee		School Manager / Supervisor	
Training	Date Completed	Person Responsible	Comments
Prepare a training needs analysis and organise any necessary training		Supervisor / EHS Coordinator	
Discuss access to information about training courses http://www.hr.unimelb.edu.au/training-development/		Supervisor	

Discuss local policies for training (entitlements, work schedule coverage etc)		Supervisor	
Direct staff to Themis HR Self Service training enrolments http://www.themis.unimelb.edu.au/		Supervisor	
Ensure that the staff member understands their obligation to undertake the online course Workplace Discrimination and Sexual Harassment – Legal Compliance http://www.hr.unimelb.edu.au/learning-online-courses		Supervisor	
Week One – Month Three/Six			
Exchange frequent and regular feedback on employee's job performance according to the probation guidelines outlined in Personnel Policy & Procedures sections 6.1 – Probation and Confirmation – General		Supervisor	
Discuss progress towards the meeting of probation goals and objectives with the employee		Supervisor	
Sign off on completed induction		School Manager	

Submit for filing, and give a copy to the new employee

Induction carried out by:

Signed by Employee:

Date: