



THE UNIVERSITY OF MELBOURNE

Department of Otolaryngology

Induction Checklist New Staff & RHD Students

Staff/Student name: _____

Staff/Student number: _____

Supervisor: _____

Start date: _____

Instructions: The checklist should be:

- completed by the supervisor in consultation with the new staff/student
 - used in conjunction with the Intranet site Induction for New Staff -
<http://www.medoto.unimelb.edu.au/intranet/Induction-UNI/uni-staff-index.html> -
intranet page
 - used in conjunction with the Intranet site for Students –
<http://www.medoto.unimelb.edu.au/intranet/students/>
 - returned to Paula Casas
- (A copy should be in the staff/student's file)

Induction for Staff & RHD Students

Making a Great First Impression

Prior to Commencement Checklist

It is important that the work area is adequately prepared for a new staff/student's arrival to ensure their early days are as enjoyable, and go as smoothly as possible.

Name of New Staff/Student _____

Name of Supervisor _____

Prior to the new employee's commencement:

Activity	Actioned by and date
Workstation Organise computer, desk, chair, etc. Check that workstation is ergonomic <ul style="list-style-type: none"> • If help is required contact the Department Manager 	Supervisor to nominate
Ensure that the new staff member is aware of where, when and who to meet on the first day	
Inform other staff in the area that a new staff member will be starting and what the commencement date will be	
Organise an appropriate induction partner	
Ensure keys, swipecards, business cards, pigeon hole have been arranged <ul style="list-style-type: none"> • If problems arise refer to Frank Nielsen 	
Organise computer – new /existing (through IT-New User Form) <ul style="list-style-type: none"> • Liaise with Stas Surowiecki 	
Telephone	
New User Form for BEI/Dept Network/Email/Internet etc. (Outlook/Tools/Forms/Choose Form/New User Form)	
Notify Uni switchboard of employee's details (switchboard-info@its.unimelb.edu.au)	
Forward a copy of the working with children check to Paula Casas	

This page of the Induction Checklist is to be returned to Paula Casas one week prior to the new staff/student's commencement date!

I certify that the above processes have been completed and the new staff/student is setup to commence employment:

Name _____ Signature _____ Date _____

Received at the Department of Oto HR (Paula Casas):

Name _____ Signature _____ Date _____

Induction for Staff & RHD Students

Making a Great First Impression

Supervisor's and New Staff's Checklist – Day One

Staff member completing induction

Take photo and forward to IT for the Intranet	
Send an email to everyone, welcoming the new staff member to the Department. Information to include in email – role, where they are located, email address, phone extension, photo etc.	
Assign and explain first tasks, indicating where information and help can be obtained	

Primary Induction Activity	Date Completed	Person Responsible	Comments
Administrative Tasks			
Prepare HR5 and other documentation (Tax Form) and fax or take to HR: Bruce Elmer Raymond Priestly Building , Parkville Fax – 8344 4694 or Ph – 83447551			
Obtain staff card from HR (http://www.hr.unimelb.edu.au/benefits/forms) and Hospital (if applicable)			
Arrange for keys to be allocated and signed for: 2 nd Floor, EEH & Ardee – Lab Manager School of Audiology – Senior Technical Officer 390 Albert Street – Mark Harrison			
Provide an overview of the Performance Development Framework			
Discuss payroll arrangements re Themis self-service			
Explain how to apply for leave etc via Themis self-service			
Introduce to colleagues			
Ensure that the Health & Hazard Questionnaire has been completed and returned to: Occupational Health Nurse Occupational Health Service, Level 1. 138-146 Cardigan St, Carlton Vic. 3053			
Show location and content of UniMelb HR Personnel Policy & Procedures Manual: http://www.unimelb.edu.au/ppp/docs/			

Induction for Staff & RHD Students

Making a Great First Impression

Supervisors and New Staff's Checklist – Day One

Primary Induction Activity	Date Completed	Comments
Environment		
Take an orientation walk to familiarise the new staff member with offices, colleagues, staffrooms, meeting rooms, washrooms, cafeteria, libraries etc		
Advise non-smoking workplace – show smoking area if applicable		
Security – explain security procedures and contacts		
Explain parking regulation/locations, e.g. validation of EEH, Wilson's Car Park		
Advise the new staff member of the following: -who are the First Aid officers and Fire Wardens -where to locate the First Aid Kit -where to locate the fire extinguishers and exits		
Information Systems		
Provide new staff member with login details to Network (via Helpdesk-New User Form)		
Explain importance of confidentiality and access to sensitive information		
Introduce to IT staff (Burlington Tce, 392 Albert Street)		
Advise the member that they should forward all university emails to their BEI Outlook address		
Explain other information resources available: - UOM Helpdesk http://www.infodiv.unimelb.edu.au/itus/ - Publications http://www.infodiv.unimelb.edu.au/itpp/toc.html - Manuals		
Ensure the staff member has the opportunity to explore the university website and intranet		

Induction for Staff & RHD Students

Making a Great First Impression

Supervisors and New Staff's Checklist – Day One

Primary Induction Activity	Date Completed	Comments
Administrative Procedures		
Telephone – how to answer, put on hold, transfer calls, voicemail procedures, helpdesk: http://www.infodiv.unimelb.edu.au/itus/		
Fax - show how to use the fax machine		
Mail – explain incoming/outgoing procedures, Courier services, show location and content of PPP manual: http://www.unimelb.edu.au/ppp/docs/		
Stationery – where it is kept, process for ordering more		
Office Equipment – photocopier, photocopy card (library), shredder, confidential wast disposal		
Administrative Systems – complete any forms for system access or administrative authority: Themis: http://www.unimelb.edu.au/cgi-bin/asf/form.pl Merlin; https://studentadmin-staff.acs.unimelb.edu.au/index.aspx (need login) Visa Card; http://www.unimelb.edu.au/finops/resources/forms/index.html Financial Delegations: http://www.unimelb.edu.au/finops/resources/forms/index.html		
Local arrangements for handling personal problems or complaints including sexual harassment		
Environment, Safety and Security *Record date of EHS Induction booked in with Frank Nielsen		

Page 2, 3 & 4 of the Induction Checklist is to be returned to Paula Casas no later than one week after the new staff/student's commencement date!

I certify that the above processes have been completed:

Name _____ Signature _____ Date _____

Received at the Department of Oto HR (Paula Casas):

Name _____ Signature _____ Date _____

Induction for Staff & RHD Students

Making a Great First Impression

Supervisor and New Staff's Checklist – To be completed prior to confirmation of appointment

Secondary Induction Activity	Date Completed	Person Responsible	Comments
Job Performance			
Explain the Position Description			
Explain the performance expectations as specified in the Offer of Employment – probationary criteria			
Workplace reporting relationships			
Any relevant work hazards?			
Training & Development			
Prepare a training needs analysis – this needs to include the goals of the new employee, e.g. their interests, specialities such as teaching/research orientations.			
Organise appropriate on-the-job training			
All staff are to do: - Academic or Professional Orientation as soon as possible from commencement date: Professional Staff http://www.hr.unimelb.edu.au/development/programs/university/orientation Academic Staff http://www.hr.unimelb.edu.au/development/programs/university/academic_orientation - Sexual Harassment & Discrimination Awareness: http://www.hr.unimelb.edu.au/development/learning_online - EHS Training - see Lab Manager, 2 nd Floor 			
Staff Development Opportunities: http://www.hr.unimelb.edu.au/development/programs			
Manuals & Procedures - See attached Appendix 1			
Staff Biography - ensure new staff members have completed the staff biography template for inclusion on the Department's Website			

When all the above actions have been undertaken, preferably within the first few months of commencement, the new staff member and supervisor, both sign the Induction Sign-off Declaration for New Staff/Student member's form.

The original should be sent to the Department's Human Resources Officer for retention on the staff member's file.

Induction for Staff & RHD Students

Making a Great First Impression

INDUCTION SIGN-OFF

New Staff/Student

I have completed induction procedures and training applicable to my position.

Signature

_____/_____/_____
Date:

Supervisor

I certify that the above mentioned staff/student has completed induction procedures and received training as set out above.

Signature of Supervisor or other delegated officer

_____/_____/_____
Date:

Printed Name: _____

Position: _____

Sent to Department of Otolaryngology Human Resources (Paula Casas): ____/____/____

Induction for Staff

Making a Great First Impression

Appendix 1

Manuals and Procedures

Direct staff/students to manuals and written procedures pertaining to:

- University Compliance manual
<http://www.unimelb.edu.au/compliance/manual/index.html>
- Printer/photocopier/copyright
<http://www.unimelb.edu.au/copyright/information/overview.html>
- Computer/word processing
<http://www.unimelb.edu.au/ppp/docs/23.html#23.4>
- Networking/electronic mail
<http://www.unimelb.edu.au/ExecServ/Statutes/r81r7.html>
- Administrative/technical advice
<http://www.medoto.unimelb.edu.au/intranet/index/>
- Intranet
<http://www.medoto.unimelb.edu.au/intranet/index/>
- Records Management
<http://www.unimelb.edu.au/records/manual.html>
- Environment Health and Safety Manual
<http://www.pb.unimelb.edu.au/ehs/ehs/ehsm.php3>
- Sexual Harassment issues
<http://www.hr.unimelb.edu.au/advice/support/dm/harassment>
- Equal Opportunity Policies
<http://www.unimelb.edu.au/Statutes/r172r1.html>
<http://www.unimelb.edu.au/ppp/docs/21.html>
- Management of Workplace Bullying and Occupational Violence Policy
<http://www.hr.unimelb.edu.au/advice/support/bullying>
- Student UpSkills courses
http://www.gradstudies.unimelb.edu.au/prog_services
- Intellectual Property Website
<http://www.research.unimelb.edu.au/ridg/ip/>

Induction for Staff

Making a Great First Impression

Appendix 2

Specific Information for Different Areas of the Department

This page is under development

Clinical

- Discuss clinical services, referral sources, services provided
- Medicare/Zedmed
- Teaching database
- Maintenance of data
- What to expect from students (goals of students)
- What to expect in clinics with 1st & 2nd year students
- What to expect in clinical exams supervision
- Introduction to course structure
- Teaching/supervision/mentoring

Jess – we need to provide a link to these to ensure that consistent information is being passed onto new staff?

Induction for Staff

Making a Great First Impression

Appendix 2

This page is under development

Researchers

- Responsibilities for the supervision of students
- Introduction to the Biological research Centre
- Research Committee
- Research Development Grant Scheme
- Ethics Awareness
- Maintenance of data/records




we need to provide a link to these to ensure that consistent information is being passed onto new staff?

Induction for Staff

Making a Great First Impression

Appendix 3

People to Meet Form (Staff)

	Name	Position	Contact Details	Meeting Date	Signed
	Richard Dowell	Head of Department	9667 7548 Dept of Otolaryngology 390 Albert St		
	Rachel Holthouse	Department Manager	9667 7541 Dept of Otolaryngology 390 Albert St		
	Frank Nielsen	Laboratory and EHS Manager	9929 8387 RVEEH 2 nd Floor		
	Stas Surowiecki	IT Manager	9667 7551 Burlington Terrace 392 Albert Street		
	Cathy Lawrence	Finance & Resources Manager	9667 7564 Mollison House 390 Albert Street		

Name	
Signature	
Date	








On completion please sign and return form to Paula Casas

Induction for Staff

Making a Great First Impression

Appendix 3

People to Meet Form (Students)

	Name	Position	Contact Details	Meeting Date	Signed
	Richard Dowell	Head of Department	9667 7548 Dept of Otolaryngology 390 Albert St		
	Rachel Holthouse	Department Manager	9667 7541 Dept of Otolaryngology 390 Albert St		
	Gary Rance	Honours Coordinator	9929 8745 School of Audiology 172 Victoria Parade		
	David Sly	Postgraduate Coordinator	9929 8281 RVEEH 2 nd Floor		
	Annie Cruse	Student Services Officer	9929 8749 School of Audiology 172 Victoria Parade		
	Frank Nielsen	Laboratory and EHS Manager	9929 8387 RVEEH 2 nd Floor		
	Stas Surowiecki	IT Manager	9667 7551 Burlington Terrace 392 Albert Street		

Name	
Signature	
Date	

On completion please sign and return form to Annie Cruse