



Guidelines for the Head of Unit when inducting new staff members

In addition to the centralised induction, it is important that Units play a role in the induction of new staff members into their area. A local induction should be conducted for new appointees so that they can familiarise themselves with their new role and responsibilities, their colleagues and the practical details of starting a new job. We have developed some guidelines below to assist the Head of Unit in the induction of a new staff member; these are only guidelines and can be customised to each Unit's own needs.

Before Start Date of new appointee

Organise:

- Announcement of the appointment to colleagues
- Meetings with key people, i.e. colleagues, stakeholders
- Arrange through the Induction coordinator a meeting with new appointee on day of arrival

Day of Arrival

Discuss:

- University's Strategic Plan
- Unit's Operational Plan
- Probationary period and confirmation process
- Expectations of role and performance
- University's PMDS scheme

Week One:

- Check in with new appointee regularly
- Confirm dates of review meetings
- Identify any specific training needs (developmental, health and safety, etc.)
- Introduce to key staff members, i.e. colleagues, stakeholders, etc.
- Host welcome event, i.e. morning tea/coffee or lunch

ⁱ Unit = College, School, Discipline, Research Institute, Support Service Unit.