

# Existing Staff Induction Process



THE UNIVERSITY  
of ADELAIDE

Following feedback received through the Induction Review Project in 2016, changes have been made to the way that existing staff (i.e. internal candidates who are transferring roles internally within the University\*) are inducted into their new work area.

\*this includes internal appointments, conversion from casual, and secondments.

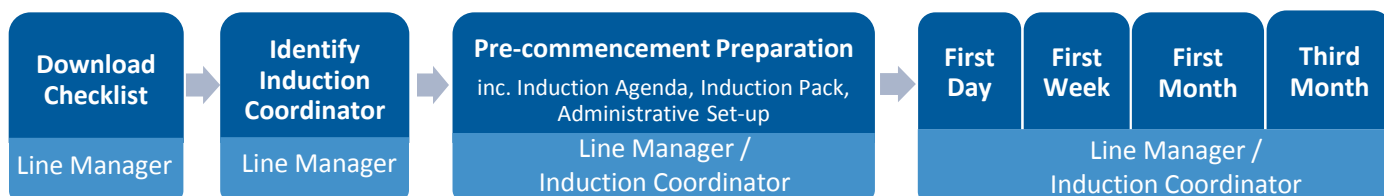
Induction for existing staff should now be managed using the [Induction Checklist for Existing Staff](#) and the [Induction Agenda](#).

## What has Changed?

While there have not been substantial changes to the induction activities themselves, the format and delegation of induction tasks have been updated in the following ways:

- Induction tasks for existing staff are now directed through the [Checklist](#) which can be completed on-screen or printed.
- Line Managers are still responsible for the effective induction of their staff however the role of “Induction Coordinator” has been added to allow for delegation of tasks where appropriate.
- An [Induction Agenda](#) template has been developed to provide visibility for staff and managers of the induction activities.

## High Level Process



## Responsibilities

In order for induction to be most effective, there are a number of people with responsibilities in the process:

<b>Line Manager</b>	The Line Manager “owns” the induction for their new starter and is ultimately responsible and accountable for ensuring that the new starter is administratively set-up to commence work, has an understanding of their role, is provided with the necessary information and training, and is integrated and welcomed into the team and area. The Line Manager is responsible for identifying an appropriate Induction Coordinator and providing suitable direction, including determining relevant stakeholders and documents/webpages which should form part of the welcome pack. Should there not be an appropriate Induction Coordinator, these tasks will need to be performed by the Line Manager.
<b>Induction Coordinator</b>	The induction coordinator, as identified by the Line Manager, is a support to the process and the Line Manager. They assist with scheduling the stakeholder meetings, as determined by the Line Manager, and other standard local induction activities as per the checklist.
<b>New Starter</b>	The new starter is responsible for actively participating in the induction process, seeking opportunities to connect with appropriate stakeholders and being proactive in getting to know their new role, team and unit. As an existing staff member, they may be able to leverage on their university knowledge and networks to varying degrees.