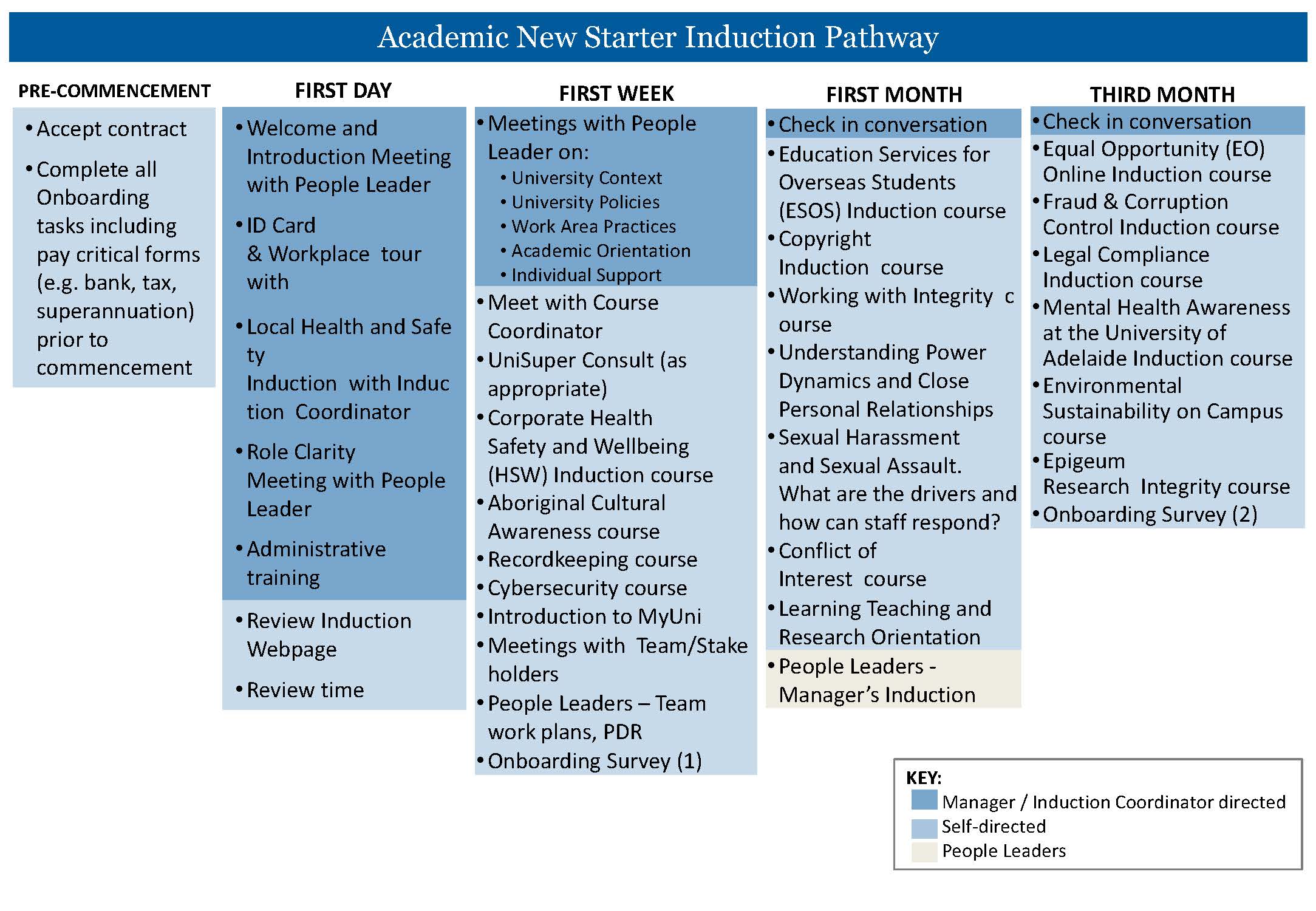
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New Starter Details** | | | | |
| **Name:** | xx | | | |
| **Position:** | xxx | | | |
| **School/Branch:** | | xxx | **Commencement Date:** | xxx |
| **People Leader:** | | xxx | **Induction Coordinator\*:** | xxx |

Welcome to The University of Adelaide! This Induction Agenda has been personalised for you to support your transition into your new role. It includes an overview of what to expect for your induction over the coming 3 months, meetings that have been scheduled for you, and activities you may need to complete. Additional information and resources are available on the [Induction website](https://www.adelaide.edu.au/staff/induction/working-at-adelaide).

Pathway:



| **First Day** | | | |
| --- | --- | --- | --- |
| **Time** | **Activity Description** | **Responsible** | **ü** |
| *^These meetings may be combined depending on the people leader’s preferences* | | | |
| XXX | **Welcome and Introduction Meeting^–** an opportunity to meet with your people leader and get oriented for your first day | <People Leader Name> |  |
| XXX | **Settle in time –** set up computer, can start on ‘administrative training’ below if time |  |  |
| XXX | **Workplace tour –** an opportunity to familiarise yourself with your local work area, including relevant facilities |  |  |
| XXX | **Local Health and Safety Induction –** [**more information about Health, Safety and Wellbeing**](https://www.adelaide.edu.au/hr/hsw) | <People Leader Name> |  |
| XXX | **Staff ID Card Pick Up –** *you will need to bring government-issued photo ID to collect your staff ID card*[More information about Staff ID Cards](https://www.adelaide.edu.au/ask-adelaide/services/id-cards#staff) [Campus map](https://www.adelaide.edu.au/campuses/) | <Induction Coordinator Name> |  |
| XXX | **Role Clarity Meeting^ –** an opportunity to understand broad expectations of your role and initial priorities**.** | <People Leader Name> |  |
|  | **Lunch – Free Time** |  |  |
| XXX | **Administrative Set Up**  This list will help you set up upon arrival. Your induction coordinator or leader can assist with local practices like using Teams, shared drives, or office equipment.  ​​☐​Outlook/Calendar (shared calendars, room bookings) [Set up email signature](https://www.adelaide.edu.au/brand/templates-and-tools/email-signatures?check_logged_in=1)  ​​☐[​MS Teams](https://www.adelaide.edu.au/technology/your-support/digital-know-how/microsoft-teams)(if applicable)  ​​☐​Shared network drive – update or [request access here](https://uniadelaide.service-now.com/myit?id=sc_cat_item&sys_id=c55314611bb624108fd10dc8ec4bcb5e).  ​​☐​ [Phone set up guide](https://uniadelaide.service-now.com/kb_view.do?sysparm_article=KB0011911).  [Request voicemail set up via this form if required.](https://uniadelaide.service-now.com/myit?id=sc_cat_item&sys_id=a4e36967db36e01027523632f3961981)  ​​☐​[Request to be added to the Staff Directory via this form.](https://www.adelaide.edu.au/phonebook/amendments.html)  ​​☐​Overview of office equipment (e.g. printer/photocopier). [Information about Follow You Printing](https://uniadelaide.service-now.com/myit?sys_kb_id=82dc984a1b21f510951220a7b04bcb48&id=kb_article_view&sysparm_rank=4&sysparm_tsqueryId=6044842fdba735104664b9f2f3961935)  Assess the ergonomic setup of your workstation ([resources](https://www.adelaide.edu.au/hr/ua/media/1554/ergonomics-guideline.pdf) are available to assist). [eProcurement](https://www.adelaide.edu.au/finance/purchasing/how-to-buy/eprocurement?check_logged_in=1) (University purchasing system, if applicable)  ☐ [Corporate Credit Cards application](https://www.adelaide.edu.au/finance/purchasing/how-to-buy/corporate-credit-cards?check_logged_in=1#how-to-apply) (if applicable)  ☐ [Parking and Transport Options](https://www.adelaide.edu.au/infrastructure/services/transport)  Local intranet Local Mail processes, if relevant (incoming, internal, external).  **If you need any assistance with IT set up, you can contact IT support** available via chat, phone (+61 8 8313 3000), service ticket, or self-service | <Induction Coordinator Name> |  |
|  | **Review time**  Review the [Induction website](http://www.adelaide.edu.au/staff/induction/).  Familiarise yourself with the required [induction modules](https://www.adelaide.edu.au/staff/induction/induction-courses)  Familiarise yourself with the [Academic Role statement and Individual Academic Profile](https://www.adelaide.edu.au/hr/organisational-performance/performance/academic-role-statement)  ​​☐​[HR website](http://www.adelaide.edu.au/hr/) – Staff Services Online (SSO), Professional Development Review (PDR), Health, Safety and Wellbeing (HSW).  ​​☐​[Marketing website](https://www.adelaide.edu.au/mc/) ([document templates and tools](https://www.adelaide.edu.au/brand/templates-and-tools/email-signatures?check_logged_in=1)).  [IT Website](https://www.adelaide.edu.au/technology/). There is also some information about the basic University IT systems and how to access them on the Induction website [here.](https://www.adelaide.edu.au/staff/induction/working-at-adelaide#university-online-systems)  [Staff Services](https://www.adelaide.edu.au/staff/induction/managing-the-induction-process) website with quick links to a range of staff services | New Starter |  |

| **First Week** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date/Time** | **Activity Description** | **Responsible** | | **ü** | | | |
| XXX | **Meeting/s with People Leader -** opportunity to ask questions, troubleshoot issues, and clarify priorities. Common topics include university context, policies and procedures, and work area practices. | <People Leader Name> | |  | | | |
|  | **Course Coordinator (if applicable)**  Schedule a time to meet with the course coordinator for the courses you are teaching. | New Starter | |  | | | |
|  | **UniSuper Consult (as appropriate)**  UniSuper is the University’s nominated default fund and a complimentary UniSuper consultation is available to you. You can schedule a meeting with them [online](https://www.unisuper.com.au/employers/universities/the-university-of-adelaide).  You can also check out this [6-minute video](https://www.adelaide.edu.au/staff/induction/useful-information/your-employment#employment-conditions) to understand UniSuper a little more. | New Starter | |  | | | |
|  | **Induction Courses**  Complete the relevant [Induction courses](https://www.adelaide.edu.au/staff/induction/induction-courses#first-week) in the first week. | New Starter | |  | | | |
|  | **Team/Stakeholder meetings as required**   * Attend meetings with team members and/or stakeholders as scheduled. | New Starter | |  | | | |
|  | **<Stakeholder meetings>** |  | |  | | | |
|  | **<Meet with Associates Deans Learning & Teaching/Research if applicable>** |  | |  | | | |
|  | **<Meeting with Buddy, if applicable>** |  | |  | | | |
|  | **Onboarding Survey – Part 1**  To help improve Recruitment and Induction processes, all staff new to the University of Adelaide are asked to participate in a short Onboarding Survey at 2 weeks and 3 months. You will receive an invitation via email. You are also welcome to submit feedback about your induction anytime via the Induction website or to the [HR Organisational Performance team directly](mailto:learninganddevelopment@adelaide.edu.au). | New Starter | |  | | | |
|  | **Are you a People Leader?**   * Meet with your team to discuss work plans and existing team priorities. * Meet with Individual team members to discuss the objectives in their Professional Development Reviews (PDRs). * There are a number of resources to support you in your role as a people manager at the University located on the [Manager’s Induction](https://www.adelaide.edu.au/hr/organisational-development/learning-development/managing-at-adelaide/managers-induction-program) webpage. For further information, please contact [learninganddevelopment@adelaide.edu.au](mailto:learninganddevelopment@adelaide.edu.au) | New starter | |  | | | |
| First Month | | | | | | | |
| **Date/Time** | **Activity Description** | **Responsible** | | **ü** | | | |
|  | **Induction Courses**   * Complete the [Induction courses](https://www.adelaide.edu.au/staff/induction/induction-courses#first-month) listed for the first month | New Starter | |  | | | |
|  | **Learning, Teaching and Research Orientation**   * Review [Learning and Teaching webpage](http://www.adelaide.edu.au/learning/) (including [Resources for Educators](https://www.adelaide.edu.au/learning/resources-for-educators)) and [Research webpage](http://www.adelaide.edu.au/research/) (including the [Researchers Portal](https://www.adelaide.edu.au/staff/research/#research-project-support)) * The [Learning Enhancement and Innovation](https://www.adelaide.edu.au/learning-enhancement-innovation/) team provides a range of services in partnership to enable your teaching activities and goals. These include learning design, innovative educational technologies, learning analytics, activity and resource design, and 24/7 MyUni support. * If you will be supervising HDR students complete [HDR Supervisor Induction and apply to join the Supervisor Register](https://www.adelaide.edu.au/graduate-research/staff-resources/supervisors/join-the-supervisor-register) * Staff new to the University are encouraged to participate in the [ADEPT CPD Framework](https://www.adelaide.edu.au/learning/teaching/development/) *Developing Educators* pathway. * Familiarise yourself with the services and support available to students so that you are equipped to guide them. Information is available on the [induction website](https://www.adelaide.edu.au/staff/induction/working-at-adelaide#academic-staff). * The University Library offers a range of services to support [research](https://www.adelaide.edu.au/library/library-services/services-for-researchers) and [teaching](https://www.adelaide.edu.au/library/library-services/services-for-teaching-staff). | New Starter | |  | | | |
| XXX | **Check in Meeting**   * Opportunity to connect with your People Leader to discuss your progress with induction, understanding of the School/Faculty/Division and the University, and raise any questions or issues. * Discuss and schedule [Planning, Development and Review](https://www.adelaide.edu.au/hr/organisational-performance/performance/planning-development-review-pdr#support-resources) process * Discuss Probation process and, if applicable, schedule probation meetings. More information about the probation process can be [found here](https://www.adelaide.edu.au/staff/induction/ua/media/6/Probation%20Information%20Sheet.pdf). | People Leader | |  | | | |
| Third Month | | | | | | |
| **Date / Time** | **Activity Description** | | **Responsible** | | **ü** |
|  | **Induction Courses and other Relevant Learning**   * Complete the [Induction courses](https://www.adelaide.edu.au/staff/induction/induction-courses#third-month) listed for the third month | | New Starter | |  |
|  | **Course Progress** (teaching staff)  Schedule time with your Line Manager to reflect and review on the progress of the course/s you are teaching. | | New Starter | |  |
|  | **Onboarding Survey – Part 2**  You will receive an invitation to participate in the 3-month onboarding survey via email. | | New Starter | |  |

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| --- |
| Congratulations! |
| *At the end of 3 months, you have come a long way in getting to know your role, team, and the organisation. While induction initiatives are typically targeted in the first 3-months, learning is at the heart of everything we do and we anticipate your learning will continue. Don’t hesitate to come back to the induction website, courses, and, most importantly, the support networks you’ve built through your induction process, as you continue in your role.* |