

Induction Checklist

All staff



This checklist provides a guide to the activities you must complete during your induction period. It should be used in conjunction with the online induction course in FLO.

Once complete, the checklist should be printed and signed for retention by your supervisor.

Employee name			
Title		Position	
FAN		Payroll No	
Work phone No		Room No	
Start date		Finish date	
Supervisor name			

Induction Activities – Day one	Date completed
Introduction to colleagues and key staff <input type="checkbox"/> Meet with supervisor on arrival <input type="checkbox"/> Meet team members and other key personnel <input type="checkbox"/> Set up appointments with other key staff as required	
Tour of workplace, including: <input type="checkbox"/> Workstation <input type="checkbox"/> Building access <input type="checkbox"/> Emergency exits <input type="checkbox"/> Toilets <input type="checkbox"/> Lunchroom <input type="checkbox"/> Tea / coffee facilities <input type="checkbox"/> Food facilities	
Job role, key responsibilities and expectations <input type="checkbox"/> How does this role contribute to the work group and University? <input type="checkbox"/> What is planned for first week, first month? <input type="checkbox"/> What are the performance expectations for the role? <input type="checkbox"/> Schedule meetings to discuss performance and probation <input type="checkbox"/> Identify any training and development needs	
Accessing the computer <input type="checkbox"/> Activate FAN <input type="checkbox"/> Obtain access to all relevant systems , including email, share drive, Okta, FLO, others as required <input type="checkbox"/> Will other software access be required? What? <input type="checkbox"/> Arrange training for software programs as required	
Office procedures and resources including: <input type="checkbox"/> Photocopying / printing <input type="checkbox"/> Mail receipt and distribution <input type="checkbox"/> List of useful phone numbers for work group <input type="checkbox"/> Meeting arrangements <input type="checkbox"/> Cost centre <input type="checkbox"/> Petty cash arrangements <input type="checkbox"/> Shared email and calendars <input type="checkbox"/> Access to university vehicle	

Induction Activities – First Week	Date completed																														
Complete online New Staff Induction program via FLO – module listing below																															
<p>Module 1 – Welcome to Flinders University</p> <p><input type="checkbox"/> 1.1 Welcome from the Vice-Chancellor includes Indigenous Cultural Awareness training</p> <p><input type="checkbox"/> 1.2 Getting started</p>																															
<p>Module 2 – Induction essentials</p> <p><input type="checkbox"/> 2.1 An overview of Flinders University</p> <p><input type="checkbox"/> 2.2 Getting started at work</p> <p><input type="checkbox"/> Complete and attach Workstation Checklist</p> <p><input type="checkbox"/> Set up computer</p> <p><input type="checkbox"/> Set up phone</p> <p><input type="checkbox"/> Set up email signature</p> <p><input type="checkbox"/> Check staff directory</p> <p><input type="checkbox"/> Set up voicemail</p> <p><input type="checkbox"/> Arrange staff ID card at Flinders Connect (bring Payroll Number & Photo ID)</p> <p><input type="checkbox"/> Create staff business webpage</p> <p><input type="checkbox"/> 2.3 Emergency procedures</p> <table border="1" data-bbox="245 1021 1104 1335"> <tr> <td data-bbox="245 1021 611 1081">Emergency assembly point</td> <td data-bbox="611 1021 1104 1081"></td> </tr> <tr> <td data-bbox="245 1081 611 1144">Fire Warden</td> <td data-bbox="611 1081 1104 1144"> <table border="1"> <tr> <td data-bbox="469 1081 611 1111">Name</td> <td data-bbox="611 1081 1104 1111"></td> </tr> <tr> <td data-bbox="469 1111 611 1144">Number</td> <td data-bbox="611 1111 1104 1144"></td> </tr> </table> </td> </tr> <tr> <td data-bbox="245 1144 611 1207">First Aid officer</td> <td data-bbox="611 1144 1104 1207"> <table border="1"> <tr> <td data-bbox="469 1144 611 1173">Name</td> <td data-bbox="611 1144 1104 1173"></td> </tr> <tr> <td data-bbox="469 1173 611 1207">Number</td> <td data-bbox="611 1173 1104 1207"></td> </tr> </table> </td> </tr> <tr> <td data-bbox="245 1207 611 1270">In a medical emergency</td> <td data-bbox="611 1207 1104 1270"></td> </tr> <tr> <td data-bbox="245 1270 611 1335">Other (if required)</td> <td data-bbox="611 1270 1104 1335"></td> </tr> </table> <p><input type="checkbox"/> 2.4 Security and parking</p> <table border="1" data-bbox="245 1379 1104 1693"> <tr> <td data-bbox="245 1379 611 1442">Internal phone number</td> <td data-bbox="611 1379 1104 1442"></td> </tr> <tr> <td data-bbox="245 1442 611 1505">External phone number</td> <td data-bbox="611 1442 1104 1505"></td> </tr> <tr> <td data-bbox="245 1505 611 1568">Hours of operation</td> <td data-bbox="611 1505 1104 1568"></td> </tr> <tr> <td data-bbox="245 1568 611 1630">After hours building access</td> <td data-bbox="611 1568 1104 1630"></td> </tr> <tr> <td data-bbox="245 1630 611 1693">Other (if required)</td> <td data-bbox="611 1630 1104 1693"></td> </tr> </table> <p><input type="checkbox"/> 2.5 Working with integrity</p> <p><input type="checkbox"/> 2.6 Equal Opportunity Online – Modules 1-3</p> <p><input type="checkbox"/> 2.7 Safety, respect, diversity and inclusion at Flinders includes Responding to sexual harassment / sexual assault training</p> <p><input type="checkbox"/> 2.8 Work Health and Safety</p> <table border="1" data-bbox="245 1861 1104 1926"> <tr> <td data-bbox="245 1861 611 1926">WHS representative</td> <td data-bbox="611 1861 1104 1926"></td> </tr> </table> <p><input type="checkbox"/> Complete and attach WHS Checklist</p> <p><input type="checkbox"/> 2.9 Hazard management and incident reporting</p>	Emergency assembly point		Fire Warden	<table border="1"> <tr> <td data-bbox="469 1081 611 1111">Name</td> <td data-bbox="611 1081 1104 1111"></td> </tr> <tr> <td data-bbox="469 1111 611 1144">Number</td> <td data-bbox="611 1111 1104 1144"></td> </tr> </table>	Name		Number		First Aid officer	<table border="1"> <tr> <td data-bbox="469 1144 611 1173">Name</td> <td data-bbox="611 1144 1104 1173"></td> </tr> <tr> <td data-bbox="469 1173 611 1207">Number</td> <td data-bbox="611 1173 1104 1207"></td> </tr> </table>	Name		Number		In a medical emergency		Other (if required)		Internal phone number		External phone number		Hours of operation		After hours building access		Other (if required)		WHS representative		
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Induction Activities – First Month	Date completed		
<p>Module 3 – Employment conditions</p> <p><input type="checkbox"/> 3.1 All staff</p> <p style="padding-left: 20px;"><input type="checkbox"/> Submit all employment paperwork</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Absence notification method</td> <td style="width: 70%;"></td> </tr> </table> <p>and</p> <p><input type="checkbox"/> 3.2 Professional Staff</p> <p>or</p> <p><input type="checkbox"/> 3.3 Academic and Research Staff</p>	Absence notification method		
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<p>Module 4 – Supervision (only for staff with supervisory responsibilities)</p> <p><input type="checkbox"/> 4.1 Supervising at Flinders</p> <p><input type="checkbox"/> 4.2 Work Health and Safety program for supervisors</p> <p><input type="checkbox"/> 4.3 Equal Opportunity Online – Module 4</p>			
<p>Module 5 – Course evaluation</p> <p><input type="checkbox"/> 5.1 Course evaluation form</p>			

Induction Activities – if applicable	Date completed
<input type="checkbox"/> Obtain name badge and business card	
<input type="checkbox"/> Additional ESOS Compliance training required	
<input type="checkbox"/> Any additional requirements (eg workplace adjustments)	
<input type="checkbox"/> Additional induction requirements for local work group	

Induction confirmation		
<p>All Induction activities have been completed as indicated on this checklist.</p> <p><input type="checkbox"/> Completed WHS Checklist attached</p>		
New employee Signed:		Date:
Supervisor Signed:		Date:

ORIGINAL retained by supervisor COPY retained by staff member