

Supervisor's and Manager's Checklist for New Staff

Things to do:

Before the new staff member commences:

- Arrange a work station or office, phone and extension, computer
- Inform other staff that a new staff member will be commencing
- Arrange for stationery and other office supplies
- Arrange for the addition of the person's name to the staff directory, noticeboard, door of the office
- Arrange for the creation of a computer account (netware account) for the staff member (book this through ITS Help Desk approx. one week before the staff member commences - provide location and type of computer and staff start date)

On the first day:

- Be there to greet the new staff when they arrive
- Introduce them to colleagues and their roles
- Explain the organisational structure within the work unit
- Explain how the school/branch fits in the University structure
- Set agreed times for the three probation review sessions in your diaries

Show the location of:

- Work stations and areas
- Staff rooms, toilets, emergency exits, security
- Eating areas, bank, staff club, car parks (if applicable)

Explain the:

- University staff card
 - Phone system
 - Computer system and other University information systems
 - Corporate Online Induction course including the OH & S and Equity & Diversity courses and how to log in
 - Staff e-mail - normally available on the staff member's second day (this is an automatic process once they are allocated a staff ID number on arrival at the University - contact ITS Helpdesk on 33000 for further assistance)
 - Internal mail system
 - Location and ordering of stationery supplies
 - Records management system
- The next pay date and that staff are paid on a fortnightly basis
- Timekeeping system including hours of work, flexi-time, leave applications

Occupational Health, Safety and Welfare:

- Identify local personnel with defined OH&S responsibilities (eg Department Health & Safety Officer or Representative)
- Explain procedures for reporting hazards, accidents and injuries
- Highlight any hazards including plant, machinery, equipment, tools, substances and materials – discuss hazard specific training needs
- Explain the availability of work related injury/illness rehabilitation
- Show fire and emergency plans
- Show location of first aid supplies
- Explain requirement to complete the OH&S online course within first 3 months

Maintain contact with the new staff member during the day.

By the end of the first week - for academic staff:

Cover aspects of the job including:

- Clarify any points in relation to the offer of employment and associated documentation
- Discuss the major tasks/roles including reporting relationships and accountabilities
- Discuss teaching duties and expectations
- Discuss research duties and expectations, opportunities and funding for research
- Explain student evaluation of teaching package
- Discuss work unit meetings and committees
- Explain semester dates, examinations
- Explain class/course allocation and room booking procedures
- Explain course policies and procedures
- Explain University student policies
- Explain use of any manuals and documentation
- Outline resources available (computers, laboratory, secretarial)

Staff development and training:

- Explain eligibility for Special Studies Program and Overseas Conference Scheme
- Explain Planning and Development Review process
- Outline University staff development options eg Centre for Learning & Professional Development and Professional & Continuing Education courses

Maintain regular contact with the new staff member during the first week.

Outline the process for dealing with any concerns during the probationary period

By the end of the first week - for general staff:

Cover aspects of the job including:

- Clarify any points in relation to the offer of employment and associated documentation
- Discuss the duty statement and major tasks/roles
- Discuss work unit meetings and committees
- Outline workflows and deadlines
- Explain documentation and filing procedures (central filing system, records management)

Staff development and training:

- Explain Career Development Review process
- Explain eligibility for time off for study
- Outline University staff development and training courses available eg Professional & Continuing Education

Maintain regular contact with the new staff member during the first week.

Outline the process for dealing with any concerns during the probationary period

By the end of the first month - all staff:

- Discuss staff development and prepare a development and training plan
- Review progress in completion of online OH&S and Equity & Diversity courses
- Check staff member has seen relevant policies

During the first three months - all staff:

- Review participation in staff development activities (if applicable)
- Review progress in completion of Corporate online Induction, the OH&S and Equity and Diversity online courses.

By the end of six months - all staff:

- Plan work goals for the next 12 month period
- Review staff development and revise development and training plan for the next 12 month period

Complete the Probation form and return to Human Resources through the Executive Dean including verification of completion of on-line courses. Ensure all three probation review sessions have been completed.

By the end of 12 months - all staff:

- Arrange a Planning and Development Review Session with the staff member
- Review progress and provide feedback regularly

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