ACU NATIONAL INDUCTION PROGRAM
INDUCTION CHECKLIST AND EVALUATION

This Checklist and Evaluation sheet has been prepared to enable Nominated Supervisors to effectively conduct the initial work-based induction as an integral component of the ACU Induction Program.

Checklist: It includes induction-related activities that the Supervisor needs to carry out prior to and during the first weeks of a new staff member’s employment with ACU National. It is divided into weekly segments as a guide to what and when important information needs to be given to the new staff member. Work-based induction is supplemented by web-based induction that the new staff member will explore on their own.

Evaluation: It is also necessary for the Nominated Supervisor to complete the Evaluation of the New Staff Member at the end of the first 6 weeks.

At the end of the first six weeks of employment, the Supervisor must certify that they have covered all the items in this Checklist and completed the Evaluation with the new staff member.

At the end of the first six weeks, this form is to be completed by the Nominated Supervisor and a signed copy sent to the Personnel Relations Consultant responsible for your Campus. The document will be placed on the staff member’s file.

DETAILS OF NEW STAFF MEMBER (PLEASE PRINT)

Surname:            Given Name:

Organisational Unit:           Campus Location:

Employee Number:           Start date:

Contact Details:   Phone (       )           E-mail:

BEFORE ARRIVAL

The following action must be taken prior to the new staff member starting with ACU

- Inform the team about:
  - the new staff member;
  - the new staff member’s position;
  - commencement date;
  - working pattern – days/hours.

- Letter of Offer - Check with PREOD that the new staff member has signed the Letter of Offer and returned it to ACU.

- Contact the new staff member to welcome them and make arrangements for:
  - arrival date and time;
  - arrival point and who to ask for;
  - how to find the correct location;
  - public transport / parking.

- Organise the staff member’s work station:
  - desk, chair, computer, stationery;
  - keys / security passes (if necessary);
  - telephone and number;
  - email account/lotus notes login (from ITCS).

- Prepare schedule of activities for new staff member’s first week.

- Advise other staff who will be involved in new staff member’s first week activities.

- Make arrangements to welcome the new staff member on their first day eg. with a morning tea.

ON THE FIRST DAY

The following induction activities must be completed. Please indicate that the items listed below have been covered with the new staff member on their first day on the job.
## Introduction
- Introduction to co-workers
- Access to Induction website and requirements
- Follow-up outstanding forms for entry onto HR System

## Access, Security, Telephones, Email
- Access to email account
- Telephone (Voicemail) message established
- ITCS and helpdesk support
- On-site security arrangements / security staff

## Position Requirements
- Objectives of work unit – local / national
- Work unit reporting structure – local / national – organisation chart with names of key people
- Job title – reference in correspondence
- Financial delegation / staffing delegation

## Local Office Protocols
- Working hours, breaks
- Meetings
- Communications – notice boards
- Notification of absence from work

## By End of Week 1
Please indicate that the following induction activities were completed with the new staff member within the first month of their employment.

### Salary and Entitlements
- Conditions of employment
- Working Arrangements (Academic and General)
- Introduction to Staff Connect – applying for leave, accessing forms, obtaining pay dockets
- Flexible working hours (General Staff)

### Equal Opportunity, Equity and Ethics
- Discrimination & Harassment Policy and Statement on Bullying
- Code of Conduct for all Staff

## Health and Safety
- ACU OH&S Policy - Legal obligations
- Location of emergency equipment – fire extinguishers
- Specific workplace hazards – lifting, computer use, screen use / eye strain, ergonomics, needle sticks
- Incident / hazard reporting procedures
- Emergency contact numbers
- Working with chemicals and hazardous materials
- Access to on-line OH&S Module

## By End of Week 2
Please indicate that the following induction activities were completed with the new staff member within the first month of their employment.
### Equal Opportunity, Equity and Ethics | Health and Safety
---|---
- Equal Opportunity Policy | Contact details of OH&S Committee members
- Grievance Management | Employee Assistance Program (EAP)
- Access to on-line Workplace Discrimination and Harassment Learning Module | Academic Workload Policy

**Other**
- Pay dates and due dates for notification to Personnel Relations

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#### BY END OF WEEK 3
Please indicate that the following induction activities were completed with the new staff member within the first month of their employment.

### Equal Opportunity, Equity and Ethics | Health and Safety
---|---
- Cultural Diversity Policy | Code of Ethics in Teaching
- Disability Policy | IT Acceptable Use
- Children on University Premises Policy & the Breastfeeding Policy | Other….

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#### BY END OF WEEK 4
Please indicate that the following induction activities were completed with the new staff member within the first month of their employment.

### Student Services
- Student Services
- Disability Advisers
- Student Counselors

### Performance Planning
- Performance Development Program (General Staff)

### Probation
- Requirements explained (if applicable)

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I certify that all relevant sections of the Induction checklist as indicated above have been covered and, in particular, the ACU policies on Equal Opportunity, OH&S, Child Protection, Grievance Management and the Code of Conduct have been covered.

### Staff Member
**Name:**(please print)  
Signed:  
Date: / /  

### Supervisor
**Name:**(please print)  
Signed:  
Date: / /
## ACU NATIONAL INDUCTION PROGRAM
### Thirty Day Evaluation

This evaluation forms part of the ACU Induction Program for new staff. It should be completed by the Nominated Supervisor after the new staff member has completed 30 days service (i.e. at the end of 6 weeks). Both parties should discuss the evaluation.

<table>
<thead>
<tr>
<th>Staff Member: (Please print)</th>
<th>Staff Number:</th>
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</thead>
<tbody>
<tr>
<td>Work Unit:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
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<tr>
<td>Nominated Supervisor:</td>
<td></td>
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<td>Person who conducted induction (if not Nominated Supervisor):</td>
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</tbody>
</table>

For each of the factors listed below, please indicate your assessment of the new staff member’s performance during their first 30 days with ACU, based on the following scale of 1 – 5:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>Did not display</th>
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<tbody>
<tr>
<td>Contribution to the work unit’s productivity</td>
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<td>□</td>
<td>□</td>
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<tr>
<td>Ability to develop relationship with co-workers</td>
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<td>□</td>
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<tr>
<td>Display of high professional and ethical standards</td>
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<tr>
<td>Demonstrated willingness to learn</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Effective expression of ideas in both individual and group situations; including both verbal and written communication</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<td>Willingness to participate as a team member</td>
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<td>Demonstrated initiative</td>
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<td>Knowledge of ACU strategies and policies and procedures</td>
<td>□</td>
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<td>Ability to identify causes of problems and generate practical solutions</td>
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<td>Capacity to adapt to changed environment</td>
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</tr>
</tbody>
</table>

**Other comments:**

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**Staff Member**

Name: (please print)  
Signed:  
Date:  

**Supervisor**

Name: (please print)  
Signed:  
Date:  

Please make a copy of this form for your local records and send the original to your Personnel Relations and Equal Opportunity Directorate Consultant.