

## INDUCTION CHECKLIST FOR NEW STAFF MEMBER

*All relevant sections of this form are to be completed by you as a new staff member at the end of your first three months of employment and a signed copy sent to the Personnel Relations Consultant responsible for your Campus. The document will be placed on your Personnel file.*

*Some sections listed below are necessary for ALL staff to access while other sections are necessary for General OR Academic staff only. You should access all sections that are relevant to you.*

### DETAILS OF NEW STAFF MEMBER (PLEASE PRINT)

Family Name:	Given Name:
Faculty / Department:	Location:
Staff Number	Start date:
<input type="checkbox"/> General Staff	<input type="checkbox"/> Academic staff

### DETAILS OF NOMINATED SUPERVISOR

Name:

Faculty / Department:	Campus/Location:
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*(Please  the relevant items listed below and include the date you accessed the information)*

### IMPORTANT ORGANISATIONAL INFORMATION

*I have **viewed the On-line Induction Information** for New Staff and I have accessed and read the following:*

<b>INFORMATION FOR ALL STAFF:</b>	<b>DATE</b>
<input type="checkbox"/> University Mission Statement	
<input type="checkbox"/> ACU Strategic Plan	
<input type="checkbox"/> Information on Campus services and facilities	
<input type="checkbox"/> Staff Connect	
<input type="checkbox"/> Occupational Health and Safety	

***Hint:**  
These topics can be found by searching on the ACU National Website.*

### INFORMATION FOR ACADEMIC STAFF:

Sessional Induction Package

<b>STAFF DEVELOPMENT</b>	<i>I have viewed the following:</i>	<b>DATE</b>
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GENERAL STAFF

- General Staff Development Program

ACADEMIC STAFF

- Academic Staff Development Program
- Institute for the Advancement of Teaching and Learning
- Outside Studies Program

<i>I have <b>completed</b> the following on-line courses:</i>	<b>DATE</b>
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- Workplace Discrimination and Harassment
- Workplace Behaviour - Bullying
- Trade Practices
- OH&S – for all staff
- OH&S – for Supervisors

<b>KEY POLICIES</b>	<i>I have read and I am familiar with the following Policies, and I have discussed with my nominated Supervisor all aspects that were unclear to me....</i>	
<b>POLICIES FOR ALL STAFF:</b>		<b>DATE</b>

- Code of Conduct for All Staff
- Grievance Management Policy and Guidelines
- National OH&S Policy
- OH&S Roles & Responsibilities
- Smoke Free Workplace Policy
- Equal Opportunity Policy
- Children on University Premises Policy
- Employee Records - Privacy Policy
- Acceptable Use of ITCS Facilities Policy
- Compliance Training Policy

***Hint:**  
These can  
be found  
under  
PREOD  
Policies &  
Procedures.*

*I have also read and am familiar with the Policies which are relevant to me, as indicated below, and I have discussed with my nominated Supervisor all aspects that were unclear to me....*

**POLICIES FOR GENERAL STAFF**

**DATE**

- Performance Development Program - Performance Plan and Annual Review
- Study Support Policy
- Rewarding Performance for General Staff

**POLICIES FOR ACADEMIC STAFF**

- Probation for Continuing Academic Staff
- Probation for Fixed-Term Academic Staff
- Performance Review and Planning for Academic Staff
- Staff Development for Academic Staff
- Study Support for Academic Staff
- Policy on Quality Teaching and Learning
- Code of Ethics in Teaching
- Assessment Policy and Procedures
- Academic Staff Promotion

**OTHER**

*I am aware of where to find and have accessed the following:*

- PR Matters Newsletter
- Enterprise Agreement
- Staff Connect
- ESOS

I have **attended** the following Orientation Sessions:

- Exploring the University's Mission on ..... (date)
  - Terms and Conditions of Employment on ..... (date)
  - EO & OH&S on ..... (date)
  - Responsibilities of the Supervisor on ..... (date)
- (for Supervisors only)

**EVALUATION:**

- My Supervisor and I have discussed my supervisor's Evaluation of my performance after my first six weeks at ACU National on     /     /     .
  
- (*General Staff only*) My Supervisor and I have discussed and agreed on my first Performance Plan on     /     /     .

**DECLARATION**

I, (please print name) .....,  
declare that the information contained in this document is accurate and that I have read or accessed all the document indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Take a copy of the form for your own records and send the original to your Personnel Relations Consultant for placement on your Personnel File.