REMOTE INDUCTION FOR NEW STAFF
A GUIDE FOR SUPERVISORS

June 2025

REMOTE INDUCTION OF YOUR NEW STAFF

This document provides reference to useful resources for remote induction of new staff, to be referred to in conjunction with the Induction Guide and Induction Checklist.

Induction Guide and Induction Checklist

The Induction Checklist for new staff provides a useful guide to the induction process, although for staff working remotely some activities, such as obtaining a parking permit, will not be relevant.

Where the checklist references face-to-face meetings between the new staff member and their supervisor, or meet-and-greets with the team and stakeholders, Zoom, Teams or a similar platform can be used for these initial interactions.

The Induction Guide and Induction Checklist (for either Academic or Professional staff) are located on the ANU induction process website.

RESOURCES

Emergency contact

One of the first key things that a new staff member should do is to log into the University's online employee self-service portal: HR Online Remote User System - HORUS

In this portal staff can opt-in to receive the ANU Emergency SMS Broadcast. Staff should also download and install the ANUOK App on their phone. This app is used for updates or urgent communications to all staff.

HORUS is used to apply for leave, access payslips, review personal information, complete the ANU Focus performance and development process, register for courses and manage delegations. For staff with any direct reports, HORUS is where they access all this for their staff as well.

ANU online modules for probation

New staff have mandatory online modules to complete within their probation period. Depending on the staff member's work area there may be additional modules to complete. For any additional modules the supervisor needs to discuss this with the new staff member, and confirm with them which ones need to be completed in addition. Each module generally takes between 15-30 minutes to complete.

ANU New Staff Orientation

The ANU holds in person New Staff Welcome sessions for new staff. For new staff who are working remotely they can complete the ANU New Staff Orientation module.

ANU remote access

Information on setting up remote access for remote working, including VPN access, email, and Zoom, is available here.

ANU systems access

The requirements for access to ANU systems varies between different areas and roles at the University. A full list of ANU systems is available here.

The most commonly used ANU systems, and ANU service areas/business units, are listed here.

ANU work health and safety

You are encouraged to familiarise yourself with these procedures in relation to remote and homebased work:

> Working safely away from campus

> Home-based work

THANK YOU

Questions or feedback?

Contact HRD.Development@anu.edu.au about this guide or the Induction Checklist.