



Australian
National
University



INDUCTING YOUR NEW STAFF

A GUIDE FOR SUPERVISORS

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Induction is a structured and supportive method of introducing a new staff member to their role, their work area, and the University.

As a supervisor at The Australian National University (ANU), you play a vital role in welcoming and introducing new staff to our workplace and providing the necessary information and support.

This guide has been developed to assist you with the staff induction process.

1. This document provides guidance on how to induct new staff, with a range of information that supervisors should discuss with their new staff member.
2. The complementary [Induction Checklist](#) consists of information that should be provided to the new staff member, and tasks and activities that should be undertaken during induction. The checklist is grouped by timeframe and activity in order to assist supervisors and staff with this process.

The Induction Checklist is on the [induction process website](#), to be completed by both supervisor and staff member. Once complete, the Induction Checklist should be uploaded by the supervisor to the HORUS induction workflow.

If you would like additional information contact hrd.development@anu.edu.au for further support and guidance in relation to your new staff and induction.



INDUCTION AT ANU

Why provide induction?

Commencing a new job can be an overwhelming process. There are new people to meet, new systems and culture to understand, and of course, learning a new job. The transition to a new workplace is made easier and more effective for both the individual and ANU if there is a clear induction process in place, which introduces and welcomes the new staff member to our ANU community.

ANU is a large and complex organisation. Even if a new staff member has come from another university, all workplaces are different, and roles across universities differ greatly. All new staff need, and deserve to be introduced to their new role, their workplace and the University, in a clear and supportive manner.

Good induction processes contribute to staff retention, reduced costs associated with staff turnover, job satisfaction and productivity.

What is induction?

Induction is a clear, structured and supportive method of introducing a new staff member to an organisation.

It should communicate the University's strategic direction, policies and procedures to new staff, and include an introduction to their role and their immediate work area. It is also a means by which key information and resources are provided to new staff in a timely manner.

Induction at ANU should provide a staff member with:

- > a thorough explanation of their role and responsibilities
- > an understanding of their supervisor's expectations
- > an understanding of where their job fits into their immediate work area, their Division/College and the University more broadly
- > an explanation of the probation process
- > information about relevant ANU orientation and induction programs and initiatives
- > access to the University's online learning programs
- > work health and safety (WHS) information (including identification of any WHS training required for the role)
- > an introduction to key colleagues in the work area
- > an introduction to colleagues who can provide support and advice (such as first aid officer, administrative staff etc.)
- > an appreciation of the University's expectations with respect to professional behaviour
- > guidance on where to find information about ANU policies, procedures, services and support

Who delivers induction and when?

It is the responsibility of a new staff member's supervisor to ensure that their new staff member is inducted – to their role, to their work area, and the University. The supervisor may provide all of the information, and/or they may have other key people in the College/School/area to assist with this. However the induction is provided to the new staff member, it is the supervisor's responsibility to ensure it has been properly completed.

The [Induction Checklist](#) is a complementary document to this guide that provides a timeframe for the completion of various stages of induction.

The supervisor's role in probation

Probation is a vital element of the induction process. The purpose of probation is to provide a period at the commencement of employment in which a probationary staff member's suitability to the position, to the University, and to the particular workplace can be assessed. During a probation period, the University will offer appropriate support, development opportunities and feedback to assist the probationary staff member to achieve confirmation of employment.

As a supervisor it is part of your role to understand the probation process, and to follow the [probation procedure](#) as it relates to your new staff members. You can seek advice on probation matters from the [HR team](#).

Online mandatory modules

A range of online mandatory modules are available to all ANU staff via Pulse, the University's online training platform. It is a requirement that all new staff complete all mandatory modules during probation.

ANU mandatory modules summary and access are on the [Modules for Probation website](#).

ANU New Staff Welcome

All new staff members are encouraged to complete the online [ANU New Staff Orientation](#). In addition to the online modules, a face-to-face New Staff Welcome is offered to new academic and professional staff.

The [ANU New Staff Welcome](#) is designed to provide new staff a general introduction to the ANU to ensure they feel welcomed, valued and that they have a smooth transition into the ANU community.

LEARNING AND DEVELOPMENT AT ANU

The [ANU Strategic Plan](#) vision is that the Australian National University (ANU) is among the great universities of the world, and be driven by a culture of excellence in everything that we do. To fulfil our mandate, we must invest in, and insist on, excellence at the ANU.

The University supports a culture of continuous learning and development for all staff to grow individual, team and organisational capability and performance to achieve excellence. ANU provides a comprehensive range of training and career development opportunities to assist staff to build their capability and perform at their best.

<https://services.anu.edu.au/human-resources/supporting-development>



HEALTH AND WELLBEING AT ANU

Work Health and Safety

ANU has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of all staff, students, contractors and visitors while they are in an ANU workplace, in compliance with the Work Health Safety Act 2011. In this context, a workplace is a place where work is carried out for ANU and includes any place where a worker goes, or is likely to be, while at work.

Where a person has a duty to ensure health and safety, then the person must eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks, then minimise the risks as far as is reasonably practicable.

ANU implements these duties through the University Council, University Executive, College Deans and Directors, and Directors of Service Divisions.

The following principles apply to duties:

- > duties are not transferable
- > people can have more than one duty
- > more than one person can concurrently have the same duty.

Where a person has a duty to ensure health and safety, then the person must:

- > eliminate risks to health and safety, so far as is reasonably practicable and
- > if it is not reasonably practicable to eliminate risks, then minimise the risks as far as is reasonably practicable.

The University's duties include:

- > providing and maintaining a work environment without risks to health and safety
- > providing and maintaining safe plant and structures
- > providing and maintaining safe systems of work
- > the safe use, handling and storage of plant, structures and substances
- > providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- > providing any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of ANU business
- > monitoring the health of workers and the conditions at the workplace to prevent illness or injury of workers arising from the conduct of University's business.

You are encouraged to familiarise yourself with these policies in relation to work health and safety:

- > [Work health and safety](#)
- > [Rehabilitation and compensation](#)

STAFF HEALTH AND WELLBEING

The Adviser to Staff at ANU is the on-campus provider of professional counselling and advice on work-related or personal matters. This service is available to all ANU staff and is free and confidential.

Location: Chancelry Building 10A East Road (Lower ground floor) Email: Staff.Adviser@anu.edu.au

The [Employee Assistance Program](#) (EAP) is a free program that provides an extensive choice of confidential counselling and advisory services to help staff with work-related and personal issues that may be affecting their work. Further information is available on the [Staff Wellbeing website](#).

Respect, diversity and inclusion

ANU values [diversity and inclusion](#) and is committed to ensuring equality of opportunity for all staff. This section provides information including employment of Australian Aboriginal and Torres Strait Islander people, gender equity initiatives, disability support and LGBTIQ inclusion.

Sustainability

ANU aims to provide a research and study environment that meets world's best sustainability practice. ANU aims to achieve this via the University's award-winning [environmental sustainability management program](#). The program was established in 1999 under the ANU environment policy.

ANU environmental sustainability is responsible for implementing the University's Environmental Management Plan by working directly with the University community, educating and empowering staff and students to play an active role in reducing the collective environmental impact.

The ANU environmental sustainability program covers seven major themes:

- > Energy
- > Water
- > Waste
- > Transport
- > Landscape
- > Buildings
- > Pollution

Join the [ANU Green Network](#) to stay in the loop on all things environmental sustainability.

Campus locations

Staff located away from the main Acton campus, or who work off-campus, may need additional induction information and support from their supervisor.

For example this may include:

- > a teleconference, video-conference, or a visit to the Acton campus to meet colleagues they will work with on a regular basis
- > special work health and safety information and training may be required and arrangements made to attend such training
- > identifying and explaining the expected mode and/or frequency of communication that is expected
- > discussing any special equipment and or resources that are required
- > explaining requirements and processes around travel, expenses, reporting and administration
- > discussing any different or special conditions of employment or expectations that the new staff member should be aware of

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

- > [Working safely away from campus](#)
- > [Home-based work](#)

Supervisors should contact their local [HR team](#) who will be able to assist with identifying the support and information you need to provide to your new staff member who is located away from the main Acton campus.

THANK YOU

Questions or feedback?

Contact HRD.Development@anu.edu.au about this guide or the [Induction Checklist](#).

