



Australian  
National  
University



INDUCTING YOUR NEW STAFF  
A GUIDE FOR SUPERVISORS

Human  
Resources  
Division

# INDUCTING YOUR NEW STAFF

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.

**Accordingly, this guide has been developed in two parts to assist you with this process:**

1. The first section provides guidance on how to induct new staff, as well as a range of information and resources that supervisors should discuss with their new staff member.
2. The second part is the Induction Checklist. This checklist consists of information that should be provided, and tasks and activities that should be undertaken during Induction. The checklist is grouped by timeframe and activity in order to assist supervisors with this process.

The Induction Checklist should be completed by the supervisor and given to HR.

If you would like additional information, the Culture and Development team ([hrd.development@anu.edu.au](mailto:hrd.development@anu.edu.au)) can provide you with support and guidance in relation to your new staff and induction, and we encourage you to seek their advice.



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# 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 a job to perform. The transition to a new workplace is made easier and more effective for both the individual and ANU if there is a comprehensive induction process in place, which systematically introduces and welcomes the new staff member to our workplace.

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 job, their workplace and the University, in a structured 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 structured and supportive method of introducing a new staff member to an organisation.

It should communicate the University's strategic directions, 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 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 events
- > 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 & 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, or they may have other key people in the College/Division assist with this. However the induction is 'delivered' to the new staff member, the supervisor must monitor and ensure it has been provided.

The Induction Checklist incorporated in this guide provides a time frame 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 probationer 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: [policies.anu.edu.au/ppl/document/ANUP\\_000508](https://policies.anu.edu.au/ppl/document/ANUP_000508). You can seek advice on probation matters from your local HR representative.

## Online Mandatory Modules

A range of online mandatory modules are available to all ANU staff via Pulse, the University's online training site. It is expected that all new staff will complete the following mandatory modules during probation:

Code of Conduct  
Comcare Work Health and Safety  
Equal Opportunity Online  
Core Cultural Learning

To access Pulse online learning: [services.anu.edu.au/information-technology/software-systems/pulse](https://services.anu.edu.au/information-technology/software-systems/pulse)

## 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 scheduled every month and is open to all staff members, academic and general.

The ANU New Staff Welcome Program is designed to provide new staff with a structured and supportive program to ensure they feel welcomed, valued and that they have a smooth transition into the ANU community. To register for the face-to-face component go to: [services.anu.edu.au/training/new-staff-welcome-sdhr01](https://services.anu.edu.au/training/new-staff-welcome-sdhr01)

To complete the online orientation, go to: <https://anu.interactiontraining.net/>

# TRAINING & DEVELOPMENT AT ANU



The ANU Strategic Plan 2017-2021 states that the Australian National University (ANU) will sit among the great universities of the world and be defined 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.

[services.anu.edu.au/human-resources/training-development](https://services.anu.edu.au/human-resources/training-development)

# HEALTH & WELLBEING AT ANU

## Work Health & 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 the policies and procedures in relation to work health and safety at:

- > [policies.anu.edu.au/ppl/document/ANUP\\_000432](https://policies.anu.edu.au/ppl/document/ANUP_000432)
- > [policies.anu.edu.au/ppl/document/ANUP\\_000667](https://policies.anu.edu.au/ppl/document/ANUP_000667)
- > [policies.anu.edu.au/ppl/document/ANUP\\_013007](https://policies.anu.edu.au/ppl/document/ANUP_013007)

# 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](mailto: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 deal with work-related and personal issues that may be affecting their work. The Program has one internal and two independent external providers of counselling and advice and staff can choose from the following services or go directly to either the on-campus or the external providers.

More information: [hr.anu.edu.au/staff-health-and-wellbeing/employee-assistance-program](http://hr.anu.edu.au/staff-health-and-wellbeing/employee-assistance-program)

## Respect & 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.

To learn more about Respect & Inclusion, visit their webpage here: [services.anu.edu.au/human-resources/respect-inclusion](http://services.anu.edu.au/human-resources/respect-inclusion)

## Sustainability

ANU aims to provide a research and study environment that meets world's best sustainability practice. It aims to achieve this via the University's award-winning environmental management program, managed by ANUgreen in the Facilities and Services Division. The program was established in 1999 under the ANU environment policy. Since then ANU has developed four environmental management plans. The Current Plan and Annual Reports can be obtained on the Environmental Management Planning Committee web page.

ANUgreen 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 ANUgreen program covers seven major themes:

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

Visit [services.anu.edu.au/business-units/facilities-services-division/sustainability](http://services.anu.edu.au/business-units/facilities-services-division/sustainability) to learn how you can help make environmental sustainability a reality.

## 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 entail:

- > a teleconference, video-conference or a visit to the main campus may be set up to meet colleagues they will deal with on a regular basis
- > special occupational health and safety information and training may be required and arrangements made to attend such training
- > identifying and explaining the expected modes 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, administration and such
- > discussing any different or special conditions of employment or expectations that the new staff member should be aware of.

Supervisors should contact their local HR contact 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 campus.

# INDUCTION CHECKLIST

## ACADEMIC STAFF

New staff member name: \_\_\_\_\_ University ID: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ University ID: \_\_\_\_\_

### Pre-arrival action checklist

#### Supervisor

- Welcome Email/Phone Call:** Confirm start date with the new staff member and inform them when to arrive, where to park and where you will meet them
- Request [hardware](#) (e.g. laptop/desktop/mobile phone) for new staff member via [ServiceNow](#)
- Request telephone services and software through the [IT Service Desk](#)
- Request email, folders and network access via the [Request for access to University systems](#)
- Request [Building Access](#) (if applicable) Secure
- Temporary Parking Permit (if applicable)
- Arrange a workstation / office, stationery, mobile phone, business cards and [request badge](#) for workspace (as required)
- Add new staff member to the [Staff Directory](#) and School/Branch phone list
- Ensure new staff member is added to relevant distribution lists, team/area meetings, etc.
- Ensure new staff member has been enrolled into New Staff Welcome by local HR team
- Inform/Email current staff that a new staff member will be commencing
- Prepare tasks for first day/week (e.g. schedule meetings, allocate time to commence online courses)
- Arrange a buddy (someone designated to answer questions, help with arrangements, Outlook, staff email addresses, calendar and room bookings, staff directory, mailroom services and printer, etc.)
- Organise 'meet and greet' session with new team members (e.g. morning tea)
- Allocate time to spend with new staff member on their first day
- Prepare request for access forms to required [systems](#) (e.g. ARIES, RMS, Concur, CMS, RIMS etc.)

### Day one action checklist

#### Supervisor

- Welcome and introductions to team members
- Meeting between Supervisor and new staff member to welcome and provide an overview of work area and scope of role, key duties, and key stakeholders
- Review with new staff member when attending [New Staff Welcome](#) (local HR to enroll new hire upon hire)
- Remind new staff member to complete the online [ANU New Staff Orientation](#)
- Enroll in/inform new staff member of any local area induction activities
- Introduce new staff member to assigned buddy on the team
- Ensure workspace is set-up and phone and computer are working
- Workplace specific induction to include the following where applicable on first day and some first week:
  - Emergency Evacuation Procedures – including identification of local Fire Wardens
  - Identification of First Aid Officers
  - Procedure for reporting hazards and incidents
  - Identification of local HSR or WHS Committee Members
  - Identification of local WHS Officer
  - Location of amenities such as toilets, showers, kitchen etc.

#### New Staff Member

- Meet new colleagues and tour of the workplace
- Ensure workspace is set-up and phone and computer are working
- Secure Staff ID/Access Card from [Facilities & Services reception](#)
- Register for parking via [VPermit](#) (if required)
- Note New Staff Welcome date and set aside on calendar to attend (HR enrolled upon hire)
- Introduction to assigned buddy on the team
- Opt-in to receive the [ANU Emergency SMS Broadcast](#) (optional). Go to: [horus.anu.edu.au](#) (HORUS > Personal Information > Phone Numbers > enter 'Emergency Mobile' number)
- If required, submit preferred name change request. Go to: [horus.anu.edu.au](#) (HORUS > Personal Information > Request Preferred Name Change)
- Work through online [ANU New Staff Orientation](#)



# INDUCTION CHECKLIST

## ACADEMIC STAFF

### Week one action checklist

#### Supervisor

- Discuss the probation period and establish dates for probation meetings. See the ANU [Enterprise Agreement](#) and [Probation Procedure](#)
- Discuss [Performance & Development Review \(PDR\)](#) performance objectives and development goals and schedule first meeting
- Assess the ergonomic setup of the new staff member's workstation. Resources to assist can be found [online](#)
- Set up appointments with key staff/stakeholders within your office, School/Division (as relevant)
- Organise meetings with the Dean or Directors in the area (if relevant)
- Direct new staff member to websites and information sources for the School/Division and other (as relevant to their role)
- Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings

#### Discuss with your new staff member the following:

- The new staff member's role and organisational structure. Refer to [Tenure track appointment \(clause 14.9\)](#)
- The high level [University Executive Structure](#) and [Strategic PlaO](#)
- The Australian National University [Enterprise Agreement](#)
- The University [Code of Conduct](#)
- Completion of the online [ANU New Staff Orientation](#) to help them settle into ANU
- Completion of mandatory online induction modules - It is a condition of probation that the following induction modules be completed within the probationary period.

- [EO Online - Module 1](#)
- [Core Cultural Learning - Module 1 & 2](#)
- [Code of Conduct](#)
- [Comcare Workplace Health & Safety](#)

- The [Leadership & Staff Development](#) webpage to highlight development opportunities
- Awareness of [Work, Health & Safety](#) at ANU

- University [Governance](#), policies and procedures. Consider which [policies](#) and [delegations](#) are relevant to the staff member's role.
- State and Federal legislation that applies to the University. Consider which [legislation](#) is relevant to the staff member's role
- Semester dates and other key dates in the [University Calendar](#). Inform the new staff member of School/ Discipline seminar timetable (if relevant)
- If applicable, direct staff member to the [Staff Education in Teaching & Learning](#)
- If applicable, teaching and course/program coordination duties and expectations including teaching timetables and all-student email list for each course
- Research duties, expectations and opportunities for funding. Ensure staff are made aware of the requirements of the [Responsible Conduct of Research](#).
- If applicable, [Student Experience of Learning & Teaching \(SELT\)](#) system.
- The [HDR Supervision Development Framework](#) at ANU and the requirements for registration and renewal
- [Library access](#) and other staff facilities
- Any department specific procedures (e.g. staff meetings, administrative procedures)
- Departmental approach to work arrangements including [core hours and flexible working arrangements](#)
- Any additional requirements and/or arrangements as required: (e.g. [Disability Support](#), [Supporting Families](#), etc)
- System training needs (e.g. Alliance, ANU Recruit, ARIES, RMS, eForms, ERMS, ES Financials, HORUS, Insight, Maximo, Pulse, vPermit, Wattle), that are required for the role
- Budget / finance if it relates to the new staff member's role (e.g. petty cash, account codes)

# INDUCTION CHECKLIST

## ACADEMIC STAFF

### New Staff Member

- Review the [Australian National University Enterprise Agreement](#) and [Code of Conduct](#)
- Meet with key team members and/or direct reports
- Ensure access to required University systems
- Review the [Probation procedure](#). Your supervisor will establish dates for probation meetings.
- Review the University's [Performance and Development Review \(PDR\)](#) process. Your supervisor will schedule a meeting to clarify duties, set expectations, determine work objectives and discuss development
- Complete a [Workstation Assessment](#) to ensure your workstation is suitably adjusted to support good working posture (Office Ergonomics Essentials module available via [Pulse](#))
- Review role and the organisational structure. Refer to [Tenure track appointment \(clause 14.9\)](#)
- Review the high level [University Executive Structure](#)
- Review [Training & Development](#) webpage to register for relevant development activities
- Complete the online [ANU New Staff Orientation](#)
- Complete of the mandatory online induction modules - It is a condition of probation that the following induction modules be completed within your first three months, however we recommend that they be completed in the first month of commencement:
  - [EO Online – Module 1](#)
  - [Core Cultural Learning – Modules 1 & 2](#)
  - [Code of Conduct](#)
  - [Comcare Workplace Health & Safety](#)

- Review information on [HDR Supervision Development Framework at ANU](#) and complete requirements for registration as needed

### **New staff members are encouraged to familiarise themselves with the following:**

- The [ANU Strategic Plan](#)
- [Work, Health & Safety](#) at ANU
- The University's online self-service system [HORUS](#) (HR Online Remote User System) which allows you to: apply for leave, access payslips, review personal information, lodge a WHS incident notification, register for staff development courses and view any applicable delegations of authority you may have.
- Update your publication history and profile information in [ARIES](#)
- [IT Help & Support](#): Find information on how to access IT support - online and over the phone.
- [ANU Policy Library](#) and [Delegations Framework](#): Consider which policies and delegations are relevant to your role, including the [Enterprise Agreement](#) and [Code of Conduct](#)
- Record keeping guidelines and forms, see the [Recordkeeping](#) webpage.
- State and Federal legislation that applies to the University. Consider the [legislation](#) relevant to your role.
- The University [Brand Standards](#) and downloadable [document templates](#).

Please note additional modules may be required specific to your role.

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## CONFIRMED DATES & SIGN OFF

Confirmed start date: \_\_\_\_\_

Probation date: \_\_\_\_\_

Initial PDR conversation & planning date: \_\_\_\_\_

Induction checklist completion date: \_\_\_\_\_

New staff member signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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Once complete please upload a copy to of this checklist to the new staff member's [ERMS](#) staff file.



# INDUCTION CHECKLIST

## PROFESSIONAL STAFF

New staff member name: \_\_\_\_\_ University ID: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ University ID: \_\_\_\_\_

### Pre-arrival action checklist

#### Supervisor

- Welcome Email/Phone Call:** Confirm start date with the new staff member and inform them when to arrive, where to park and where you will meet them
- Request [hardware](#) (e.g. laptop/desktop/mobile phone) for new staff member via [ServiceNow](#)
- Request telephone services and software through the [IT Service Desk](#)
- Request email, folders and network access via the [Request for access to University systems](#)
- Request [Building Access](#) (if applicable)
- Secure temporary Parking Permit (if applicable)
- Arrange a workstation / office, stationery, mobile phone, business cards and [request badge](#) for workspace (as required)
- Add new staff member the [Staff Directory](#) and School/Branch phone list
- Ensure new staff member is added to relevant distribution lists, team/area meetings, etc.
- Ensure new staff member has been enrolled into New Staff Welcome by local HR team
- Inform/Email current staff that a new staff member will be commencing
- Prepare tasks for first day/week (e.g. schedule meetings, allocate time to commence online courses)
- Arrange a buddy (someone designated to answer questions, help with arrangements, Outlook, staff email addresses, calendar and room bookings, staff directory, mailroom services and printer, etc.)
- Organise 'meet and greet' session with new team members (e.g. morning tea)
- Allocate time to spend with new staff member on their first day
- Prepare request for access forms to required [systems](#) (e.g. ARIES, RMS, Concur, CMS, RIMS etc.)

### Day one action checklist

#### Supervisor

- Welcome and introductions to team members Meeting
- between Supervisor and new staff member to welcome and provide an overview of work area and scope of role, key duties, and key stakeholders
- Review with new staff member when attending [New Staff Welcome](#) (local HR to enroll new hire upon hire)
- Remind new staff member to complete the online [ANU New Staff Orientation](#)
- Enroll in/inform new staff member of any local area induction activities
- Introduce new staff member to assigned buddy on the team
- Ensure workspace is set-up and phone and computer are working
- Workplace specific induction to include the following where applicable on first day and some first week:
  - Complete the WHS Tier 2 Induction
  - Emergency Evacuation Procedures – including identification of local Fire Wardens
  - Identification of First Aid Officers
  - Procedure for reporting hazards and incidents
  - Identification of local HSR or WHS Committee Members
  - Identification of local WHS Officer
  - Location of amenities such as toilets, showers, kitchen etc.

# INDUCTION CHECKLIST

## PROFESSIONAL STAFF

### **New Staff Member**

- Meet new colleagues and tour of the workplace
- Ensure workspace is set-up and phone and computer are working
- Secure Staff ID/Access Card from [Facilities & Services reception](#) Register for parking via [VPermit](#) (if required)
- Note New Staff Welcome date and set aside on calendar to attend (HR enrolled upon hire)
- Introduction to assigned buddy on the team
- Opt-in to receive the [ANU Emergency SMS Broadcast](#) (optional). Go to: [horus.anu.edu.au](https://horus.anu.edu.au) (HORUS > Personal Information > Phone Numbers > enter 'Emergency Mobile' number)
- If required, submit preferred name change request. Go to: [horus.anu.edu.au](https://horus.anu.edu.au) (HORUS > Personal Information > Request Preferred Name Change)
- Work through online [ANU New Staff Orientation](#)

# INDUCTION CHECKLIST PROFESSIONAL STAFF

## Week one action checklist

### Supervisor

- Discuss the probation period and establish dates for probation meetings. See the ANU [Enterprise Agreement](#) and [Probation Procedure](#)
- Discuss [Performance & Development Review \(PDR\)](#) performance objectives and development goals and schedule first meeting
- Assess the ergonomic setup of the new staff member's workstation. Resources to assist can be found [online](#)
- Set up appointments with key staff/stakeholders within your office, School/Division (as relevant)
- Direct new staff member to websites and information sources for the School/Division and other (as relevant to their role)
- Ensure staff member is added to relevant distribution lists, committee meetings, team/area meetings

### Discuss with your new staff member the following:

- The new staff member's role and organisational structure. Refer to [Classification of Professional Staff Positions](#)
- 5le high level [University Executive Structure](#) and [Strategic Plan](#)
- The Australian National University [Enterprise Agreement](#)
- The University [Code of Conduct](#)
- Completion of the online [ANU New Staff Orientation](#)
- Completion of mandatory online induction modules - It is a condition of probation that the following induction modules are completed within the first three months of employment.
  - [EO Online - Module 1](#)
  - [Core Cultural Learning - Modules 1 & 2](#)
  - [Code of Conduct](#)
  - [Comcare Workplace Health & Safety](#)
- Review [Training & Development](#) webpage to highlight staff development opportunities
- Awareness of [Work, Health & Safety](#) at ANU
- University [Governance](#), policies and procedures.
- Consider which [policies](#) and [delegations](#) are relevant to the staff member's role.
- State and Federal legislation that applies to the University. Consider which [legislation](#) is relevant to the staff member's role
- Semester dates and other key dates [University Calendar](#). Inform the new staff member of School
- Discipline seminar timetable (if relevant)
- [Library access](#) and other staff facilities

- Any Departmental specific procedures (e.g. staff meetings, administrative procedures)
- Departmental approach to work arrangements including core hours and flexible working arrangements
- Any additional requirements and/or arrangements as required (e.g. [Disability Support](#), [Supporting families](#) etc.)
- System training needs (e.g Alliance, ANU Recruit, ARIES, RMS, eForms, ERMS, ES Financials, HORUS, Insight, Maximo, Pulse, vPermit, Wattle) that are required for the role

### New Staff Member

- Review the [Australian National University Enterprise Agreement](#) and [Code of Conduct](#)
- Meet with key team members and/or direct reports
- Ensure access to required University systems
- Review [Probation procedure](#). Your supervisor will establish dates for probation meetings.
- Review the University's [Performance and Development Review \(PDR\)](#) process. Your supervisor will schedule a meeting to clarify duties, set expectations, determine work objectives and discuss development
- Complete a [Workstation Assessment](#) to ensure your workstation is suitably adjust to support good working posture (Office Ergonomics Essentials module available via [Pulse](#))
- Review Position Description (PD) and the organisational structure.
- Review the high level [University Executive Structure](#)
- Review [Training & Development](#) webpage to register for relevant development activities
- Complete the online [ANU New Staff Orientation](#)
- Complete the mandatory online induction modules - It is a condition of probation that the following induction modules be completed within your first three months, however we recommend that they be completed in the first month of commencement:
  - [EO Online – Module 1](#)
  - [Core Cultural Learning – Modules 1 & 2](#)
  - [Code of Conduct](#)
  - [Comcare Workplace Health & Safety](#)

Please note additional modules may be required specific to your role.

# INDUCTION CHECKLIST PROFESSIONAL STAFF

New staff members are encouraged to familiarise themselves with the following:

- The [ANU Strategic Plan](#)
- [Work, Health & Safety](#) at ANU
- The University's online self-service system [HORUS](#) (HR Online Remote User System) which allows you to: apply for leave, access payslips, review personal information, lodge a WHS incident notification, register for staff development courses and view any applicable delegations of authority you may have.
- [IT Help & Support](#): Find information on how to access IT support - online and over the phone.
- [ANU Policy Library](#) & [Delegations Framework](#): Consider which policies and delegations are relevant to your role, including the [Enterprise Agreement](#) and [Code of Conduct](#)
- Record keeping guidelines and forms, see the [Recordkeeping](#) webpage.
- State and Federal legislation that applies to the University. Consider the [legislation](#) relevant to your role.
- The University [Brand Standards](#) and downloadable [document templates](#).

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## CONFIRMED DATES & SIGN OFF

Confirmed start date: \_\_\_\_\_

Probation date: \_\_\_\_\_

Initial PDR conversation & planning date: \_\_\_\_\_

Induction checklist completion date: \_\_\_\_\_

New staff member signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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Once complete please upload a copy to of this checklist to the new staff member's [ERMS](#) staff file.

# INDUCTION RESOURCES

The following webpages provide some additional information to assist you during the induction process. If you require more information, please speak with your local area business manager or HR staff.

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ANU Policies and Procedures:	<a href="https://policies.anu.edu.au">policies.anu.edu.au</a>
Campus Map:	<a href="https://campusmap.anu.edu.au">campusmap.anu.edu.au</a>
Delegations:	<a href="https://services.anu.edu.au/information-technology/software-systems/hr-management-system/anu-delegations">services.anu.edu.au/information-technology/software-systems/hr-management-system/anu-delegations</a>
Disability Policy:	<a href="https://policies.anu.edu.au/ppl/document/ANUP_000405">policies.anu.edu.au/ppl/document/ANUP_000405</a>
Respect and Inclusion:	<a href="https://services.anu.edu.au/human-resources/respect-inclusion">services.anu.edu.au/human-resources/respect-inclusion</a>
Technology Services Information:	<a href="https://information.anu.edu.au/daisy/infoservices">information.anu.edu.au/daisy/infoservices</a>
Facilities and Services:	<a href="https://facilities.anu.edu.au">facilities.anu.edu.au</a>
HORUS (payslips, personal details, leave, training and car-parking):	<a href="https://horus.anu.edu.au">horus.anu.edu.au</a>

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Human Resources:	<a href="https://services.anu.edu.au/human-resources">services.anu.edu.au/human-resources</a>
Salaries & Benefits:	<a href="https://services.anu.edu.au/human-resources/salaries-benefits">services.anu.edu.au/human-resources/salaries-benefits</a>

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Work Environment Group:	<a href="https://services.anu.edu.au/business-units/human-resources-division/work-environment-group-weg">https://services.anu.edu.au/business-units/human-resources-division/work-environment-group-weg</a>
My Career:	<a href="https://policies.anu.edu.au/ppl/document/ANUP_000381">policies.anu.edu.au/ppl/document/ANUP_000381</a>
Code of Conduct:	<a href="https://policies.anu.edu.au/ppl/document/ANUP_000388">policies.anu.edu.au/ppl/document/ANUP_000388</a>

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Work Health and Safety:	<a href="https://services.anu.edu.au/human-resources/health-safety">services.anu.edu.au/human-resources/health-safety</a>
Training:	<a href="https://services.anu.edu.au/human-resources/training-development">services.anu.edu.au/human-resources/training-development</a>
Health & Safety:	<a href="https://services.anu.edu.au/human-resources/health-safety">services.anu.edu.au/human-resources/health-safety</a>





