

Induction Plan

<Insert Name>

This template can be used to develop an outline of the initial schedule of learning activities that your new staff member will undertake in their first few weeks/months of employment. This plan should be reviewed regularly with the staff member and additional activities added, particularly following the probation objective setting discussion.

Activity	Contact, Resources, Details	When	Completed
Workplace welcome	Welcome and Introduction to colleagues Tour of building Go through Induction plan	Day 1	<date complete>
Workstation	Supervisor/colleague to show how to use: <ul style="list-style-type: none">• Log in• Phone• Outlook• Calendar sharing• Software: <list>	Day 1	
New Employee Paperwork	The following documents have been returned: <ul style="list-style-type: none">• Acceptance of Offer• New Employee Information form• Banking Details• Tax File Number Declaration• Superannuation Form• Equal Opportunity Data Collection• Original Birth Certificate or Passport• Original Visa (if applicable)• Original evidence of change of name (if applicable)• Original qualifications Required documents are listed on your offer letter	Week 1	
Staff card	Attend Student Central Complete CSU Card Staff Application Form available at http://www.csu.edu.au/csu-card/cards-issued	Day 1/2 Only between 4 & 5pm	
Orientation and induction	Complete orientation and induction at http://www.csu.edu.au/induction , including the required WHS and EO modules	Week 1	
Web Kiosk	Access Web Kiosk - self serve HR portal Online Induction	Week 1	
Policies	Review relevant policies including: <insert policies>	<insert>	
Processes	Familiarise yourself with processes including: <insert processes>	<insert>	
One on ones with team members	Discuss roles and responsibilities <insert specific team members to meet with and schedule meetings>	Weekly	
Team meetings	Attend	Weekly/ Fortnightly	