

INDUCTION CHECKLIST



**THE UNIVERSITY
OF QUEENSLAND**
AUSTRALIA

NAME:		EMPLOYEE NO:	
ORG UNIT:		DATE:	

Section 1 – Prior to the Employee’s arrival	Yes	N/A
Send Letter of Offer to new employee	<input type="checkbox"/>	<input type="checkbox"/>
Contact new employee to discuss: <ul style="list-style-type: none"> • Arrival time, parking and transport • General information about the university • Completion of relevant forms and/or contracts 	<input type="checkbox"/>	<input type="checkbox"/>
Advise relevant staff of new employee’s arrival date and duties and organise appointments to meet key contacts	<input type="checkbox"/>	<input type="checkbox"/>
Email relevant teams, areas and clients to advise of new staff commencement.	<input type="checkbox"/>	<input type="checkbox"/>
Select an appropriate ‘Buddy’ or ‘Mentor’ for the new employee.	<input type="checkbox"/>	<input type="checkbox"/>
Send an Orientation Kit to new employee. <ul style="list-style-type: none"> • Include manuals, contact list, and an overview of the organisational/departmental structure. 	<input type="checkbox"/>	<input type="checkbox"/>
Prepare new employee’s work area: <ul style="list-style-type: none"> • order business supplies (e.g., business cards, stationary) • check IT requirements (e.g., computer, software; email account) • ensure telephone is installed. 	<input type="checkbox"/>	<input type="checkbox"/>
Prepare new employee’s work schedule for the first week.	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for new employee’s name to be added to staff directory, door of office, website, and other relevant areas.	<input type="checkbox"/>	<input type="checkbox"/>
Schedule any necessary training.	<input type="checkbox"/>	<input type="checkbox"/>
Organise a welcome morning/afternoon tea with colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Section 2 – First Day	Yes	N/A
Meet with the new employee as soon as possible after he/she commences, in an environment/area free from interruptions. Discussion may include matters such as: <ul style="list-style-type: none"> • overall goals and objectives of the organisational unit; • how the organisational unit contributes to the University’s mission; • the organisational unit structure, reporting lines and how the area is organised; • other important personnel; • overview of schedule for first day/week; 	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the terms and conditions of employment and expectations of the supervisor and the new employee, e.g., work hours, what the new employee hopes to gain from the role and level of performance the supervisor expects from the new employee	<input type="checkbox"/>	<input type="checkbox"/>
Organise staff ID for new employee and local building inductions	<input type="checkbox"/>	<input type="checkbox"/>