

# New Employee Induction Checklist



Details of New Employee and Supervisor			
<b>New Employee's Details</b>	Surname:	_____	Other names: _____
	Division/Faculty:	_____	
	Office/School:	_____	
	Staff No:	_____	Commencement date: _____
<b>Supervisor's Details:</b>	Surname:	_____	Other names: _____

## Section 1 – Supervisor to Complete

Parts A & B to be completed by the new employee's supervisor within the first week of the new employee's employment. Indicate with a tick (☑) the completion or explanation of the topic.

### Part A – First Day

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#### Introduction

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Introduction to co-workers   | <input type="checkbox"/> | Location of office equipment, etc.       | <input type="checkbox"/> |
| Location of emergency equipment  | <input type="checkbox"/> | Storage of personal belongings           | <input type="checkbox"/> |
| Emergency evacuation routes and assembly area  | <input type="checkbox"/> | Location of refectory, cafés/restaurants | <input type="checkbox"/> |
| Tour of the work environment<br>(e.g. toilets, lunchroom, lockers, meeting room, first aid facilities) | <input type="checkbox"/> |  |                          |

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#### Parking, access, telephone, e-mail, etc.

- |                                   |                          |   |                          |
|-----------------------------------|--------------------------|---|--------------------------|
| Murdoch Username and Password     | <input type="checkbox"/> | Listing in on-line Campus Directory confirmed | <input type="checkbox"/> |
| University (access) card issued   | <input type="checkbox"/> | Parking permit issued                         | <input type="checkbox"/> |
| E-mail account and address set up | <input type="checkbox"/> | Name plate for door (if applicable)           | <input type="checkbox"/> |
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**Office Procedures**

Working hours, breaks and recording hours	<input type="checkbox"/>	Locking up procedure of area	<input type="checkbox"/>
Leave entitlements and administrative requirements	<input type="checkbox"/>	Working in isolation	<input type="checkbox"/>
Notification of absences from workplace	<input type="checkbox"/>	First Aid procedures	<input type="checkbox"/>
Hours of access to areas	<input type="checkbox"/>		

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**Position Requirements**

Workplace reporting structure	<input type="checkbox"/>	First Performance Development Review date set	<input type="checkbox"/>
Position duties	<input type="checkbox"/>	Conditions of employment	<input type="checkbox"/>
Probationary objectives	<input type="checkbox"/>		

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**Part B – By the End of the First Week**

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**Safety and Health**

Emergency contact numbers (medical, fire, bomb threat)	<input type="checkbox"/>	Incident/hazard reporting	<input type="checkbox"/>
Location of Security Call Buttons	<input type="checkbox"/>	Equipment or building maintenance	<input type="checkbox"/>
Contact details of Area Health & Safety Representative	<input type="checkbox"/>	Information on the University's "Resolution of Issues" policy	<input type="checkbox"/>
Area specific hazards, risk controls, and safety policies	<input type="checkbox"/>	Correct computer set-up (if an ergonomic assessment is required contact OHS and Injury Prevention Co-ordinator on ext: 6475)	<input type="checkbox"/>

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**Other**

Use of University vehicles or payment of vehicle allowance	<input type="checkbox"/>	Communication within the Division/Faculty/Area	<input type="checkbox"/>
Financial delegation(s)	<input type="checkbox"/>	University calendar and allowable public holidays	<input type="checkbox"/>
Tour of University	<input type="checkbox"/>	New Employee Induction Attendance arranged (as applicable)	<input type="checkbox"/>

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**Supervisor:** Please sign on completion of all of the above items (Section 1).

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2 – New Employee to Complete

To help you become familiar with your working environment, we ask that employees view on-line organisational information and key policies/programs.

When you have accessed these topics, please indicate this with a tick (☑). All parts are to be completed by the new employee within the first thirty days of employment.

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### Organisational Information

*I have viewed and know where to access the following documents/websites:*

University Strategic Plan 2007-2010	<input type="checkbox"/>	University Profile	<input type="checkbox"/>
Murdoch 2010 Program	<input type="checkbox"/>	News website	<input type="checkbox"/>
Organisational Structure – Executive and Senate	<input type="checkbox"/>		

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### Employee Development

*I have found and viewed the following:*

Development Programs for all employees	<input type="checkbox"/>	Academic Staff Development (Teaching and Learning Centre)	<input type="checkbox"/>
Opportunities and entitlements (staff study/exam leave)	<input type="checkbox"/>		

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### Other

*I am aware of where to access:*

Staff Collective Workplace Agreement 2006 (Academic or General)	<input type="checkbox"/>	Grievances/Complaints/Appeals for Employees	<input type="checkbox"/>
Employee Assistance Program (EAP)	<input type="checkbox"/>	Alumni information	<input type="checkbox"/>
First Aid Attendants and the on-site health service	<input type="checkbox"/>	Chaplaincy	<input type="checkbox"/>
Web Self Service (access to payslips, personal details, etc.)	<input type="checkbox"/>	Information on facilities and services on University premises, e.g. childcare, gym, hairdressers	<input type="checkbox"/>
<i>My Portal</i> and have explored the tabs: Home, Administration, Teaching & Learning, Research and Services	<input type="checkbox"/>	Student Guild information and application form	

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**Reading of Policies**

I have **read** and I am familiar with the following policies or documents:

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| University Code of Ethics                     | <input type="checkbox"/> | Anti-fraud Policy   | <input type="checkbox"/> |
| Conditions of Employment                      | <input type="checkbox"/> | Smoking Policy  | <input type="checkbox"/> |
| Occupational Safety and Health (OSH) Policies | <input type="checkbox"/> | Ethics in Research (Academic & Research staff only)                           | <input type="checkbox"/> |
| Equal Opportunity Policy                      | <input type="checkbox"/> | Code of Practice Assessment (Academic staff only)                             | <input type="checkbox"/> |
| IT Security Policy                            | <input type="checkbox"/> | Murdoch University Consultancy Guidelines and Policy (Research & Development) | <input type="checkbox"/> |
| Children in the Workplace                     | <input type="checkbox"/> |   |                          |

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**Declaration**

I, \_\_\_\_\_ have read/viewed/accessed the above  
(name)  
and agree to abide by all of the policies listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Number: \_\_\_\_\_

Take a copy of this form for the local personal file and send the original to:

**Office of Human Resources, Level 3 Chancellery Building.**

**Office of Human Resources Use Only**

**Date received OHR**

**Date entered ALESCO**

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