UTS:

INDUCTION GUIDE FOR SUPERVISORS
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Each staff member of UTS serves a vital role in contributing to UTS’s core functions of teaching and learning, research, community engagement and the administration to support those functions. The University is committed to employing the most suitably qualified and experienced people and enabling staff to do their jobs well by providing appropriate information, development and support. Induction at UTS provides information and resources to ensure a smooth transition to a new organisational culture and environment. It is important for new staff to get to know the University environment and culture in the first few weeks and months of employment.

Induction Process Overview
Induction is a staged process of integrating new staff members into the University and preparing them to succeed in their role.

Supervisor’s Role
First impressions count, and as a new staff member’s supervisor you have a significant impact on their successful transition into their new role and UTS. An effective and carefully planned induction ensures a new starter feels supported in their role and their first experiences of UTS are positive.

Make sure you are as accessible as possible throughout the induction program, and commit to monitoring your new staff member’s progress – through both formal meetings and information conversations.

Using this Guide
This induction guide will help you plan and provide a high quality induction program for your new staff member. Additional information and resources are available on the Starting at UTS Induction Program website:


The program is designed to be flexible so that it meets the personal needs and interests of each new staff member. Adapt this guide as necessary – there may be additional information, different meetings or alternative resources you need to provide, as appropriate for your area and the new staff member’s role.
## PRE-ARRIVAL

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| Offer of employment accepted and start date confirmed | • Upon the new staff member accepting the offer HRU sends them a confirmation email, including their start date. You will receive a copy of the email.  
• Once all the employment paperwork is returned by the new staff member, the details are entered into Neo. A staff ID number is generated and Neo generates an email informing you of what you need to do to prepare for the arrival of the new staff member. |
| Contact your new staff member                  | • Once you know the new staff member’s start date, contact them to arrange a time and place to meet on their first day.  
• You may want to arrange a meeting prior to their first day. This is a valuable way of starting to build a relationship with them and answer any questions they have at this stage. |
| Maintain contact by phone, email or in person   | • As appropriate, this might include:  
  o sending some reading material (eg plans or reports)  
  o including them in team/group communications  
  o inviting them to team meetings, events or social occasions |
| Inform your team about the new staff member     | • Send an introductory email to your team and include brief details about the new staff member’s background and experience as well as confirming their role, start date and workstation/office location.  
• Inform any other people across UTS that should know about the new staff member’s arrival. |
| Prepare their workspace and arrange the essentials | • Liaise with your Workplace Induction Coordinator[^1] to ensure:  
  o clean, tidy and set-up office/workspace including appropriate stationery items  
  o keys to the office and storage facilities available  
  o computer with appropriate software installed  
  o telephone installed, including extension number (contact IT ext.2222 to "log a job")  
  o PIN access codes assigned if used in your building (contact Security)  
  o business cards ordered[^2]  
  o mobile phone ordered (if required)  
  o contact details emailed to the switchboard switchboard@uts.edu.au  
  o appropriate contact, email lists, intranet and web listings updated  
  o required adjustments implemented in accordance with Workplace Adjustment Procedures[^3]  
| Prepare a personalised local induction program   | • Local induction is the “who, what, where, when and how” of the new staff member’s working environment. Use this Induction Guide, the Induction checklist and if relevant the Senior Staff Induction Plan to organise at least the first month. Collect a local workplace induction kit from your Workplace Induction Coordinator and add in any additional information that is relevant to the new staff member’s role. |

[^1]: Workplace Induction Coordinator is the staff member in your area responsible for coordinating local induction; preparing local workplace induction kits, arranging PIN access and workstation set-up.


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<td>Assign an induction partner (“buddy”)</td>
<td>Identify and introduce a colleague who can be a ‘go to’ person for general queries that arise in the first month. This should be someone with good people skills who will support and guide the new staff member during their induction (and beyond). Make sure you support the induction partner and recognise and reward their efforts and contribution.</td>
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| Organise Day 1/Week 1 meetings                                      | Organise the following meetings to occur during the first day/week:  
  o induction partner - day 1  
  o team members - day 1  
  o welcome event (eg morning tea) - week 1  
  o Workplace Induction Coordinator - early in week 1 (The purpose of this meeting is for the new staff member to become familiar with the local IT and administrative procedures) |
| Set up meetings with key contacts                                  | You play an important role in introducing your new staff member to the people across UTS that they will interact with. Time the meetings appropriately over the first month or two. Set up meetings with:  
  o your manager  
  o peers/colleagues  
  o direct reports (if applicable)  
  o clients, contacts and stakeholders from other areas of UTS  
  If the staff member is Indigenous, set up a time for them to meet with the UTS Indigenous Employment Officer in the Equity and Diversity Unit.  
  Also consider opportunities for them to attend meetings with you – this can be a time-efficient and less confronting option, and provides valuable insight into their work and the culture of UTS. |
### DAY 1

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<td>Clear your own diary for the first day</td>
<td>• This ensures you are available and on hand for the new staff member. Your visibility and support during the first day (and if possible the first week) is vital to creating a great first impression of UTS, and a settled, confident new staff member.</td>
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| Show your new staff member around the work area           | • Including:  
  o location of the kitchen, bathrooms, meeting rooms, photocopiers, stationery, etc  
  o emergency procedures, exits and assembly points, floor wardens  
  o first aid kit and first aid officers  
  o how to obtain a staff ID card or Smart Card                                                      |
| Introduce your new staff member to the immediate team     | • Give them some context, not just a name – what each person does, how their role interacts, how they can help the new staff member.  
  • If you have nominated an induction partner (buddy), introduce them as soon as possible.       |
| Ensure that the workspace is set-up and activate IT systems account | • Check that they have everything they require.  
  • Activate their IT systems account to access to email, UTSOnline, Neo and Service Desk. If there are any problems contact the IT Service Desk at https://servicedesk.uts.edu.au/CAisd/pdmweb.exe  
  • Check that they have access to any local servers and/or Intranet.                                  |
| Have a “first day” meeting with your new staff member     | • At this meeting provide the induction checklist, local workplace induction kit, any relevant written material and discuss:  
  o the induction program you have prepared, and if there is anything else they would like to include  
  o broad scope and duties of the position  
  o an overview of their role and responsibilities  
  o UTS and local area practices and expectations (eg hours of work, flexible working breaks, advising of absences/sick leave, pay cycles, holidays, dress code, etc)  
  o how you expect to work together                                                                 |
| Explain local administrative procedures                    | • Arrange for the Workplace Induction Coordinator to spend time with the new staff member to explain:  
  o IT systems such as email, UTSOnline, Outlook, Neo, UTS Service Desk, local servers, intranet/UTS web,  
  o admin procedures such as telephone, mail, stationery, business cards, email listserv, correspondence protocols, etc |
### WEEK 1

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| **Ensure IT systems are activated and details have been updated** | • Early in the first week, ensure that the new staff member has access to email, UTSONline, Neo and UTS Service Desk  
  • Arrange for the new staff member to:  
    o update their personal details, qualifications etc on neo via Employee Self Service (ESS)  
    o complete the My EEO Data questionnaire in neo ESS  
    o update any other systems information, eg Experts database, RMENet |
| **Confirm enrolment in UTS induction events and compliance training** | • Induction events provide a broader perspective on life and work at UTS. Encourage your new staff member to attend the following events within their first three months:  
  o UTS Welcome to New Staff  
  o Library Orientation (if relevant)  
  o Orientation Program for New Academics (if relevant)  
  o Welcome to UTS Research (if relevant)  
  • The “Starting at UTS” website is the central point for induction information and links. It steps the new staff member through the Starting at UTS Induction Program ([www.hru.uts.edu.au/start/](http://www.hru.uts.edu.au/start/)).  
  • All new staff are required to enrol (through ESS) and complete a number of online compliance modules within the first week  
    o Safety & Wellbeing Essentials  
    o EO Online |
| **Have an ‘end of first week’ meeting** | • At this meeting discuss:  
  o UTS structure, organisation direction, strategic plan and values ([www.uts.edu.au/about/vcw.html](http://www.uts.edu.au/about/vcw.html))  
  o Relevant UTS policies and procedures  
  o Faculty/Unit structure, action plan, services and priorities  
  o tasks, priorities, responsibilities, performance and behavioural expectations, communication methods, legal and ethical and compliance requirements  
| **Host a welcome event** | • Organise an informal morning or afternoon tea to welcome the new staff member and to introduce them to colleagues, local managers and other key people they will be working with. |
| **Arrange for staff member to obtain their Staff ID card** | • Staff ID cards are available from the UTS Library  
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| Have a workplanning discussion            | • Discuss and finalise a probation workplan. This will outline the key activities and performance targets of the role and include development activities that reflect the staff member's skills, interests and motivations.  
  • Most new UTS staff are appointed on a probationary basis. The probation period applicable to their appointments will be specified in their contracts of employment (i.e. letter of offer of employment or, for some fixed-term staff, form based contract of employment). The conditions and process for probation differ according to the type of staff member and are set out in the relevant collective agreement and/or in guidelines in the HR Manual.  
| Continue to read relevant UTS and local policies and procedures | • Ensure the employee has read and understood the *UTS Fraud and Corruption Prevention and Public Interest Disclosures Policy and Guidelines* |
| Support and suggest meetings with key contacts and other networking opportunities | • Some of these should already be set up. Encourage the new staff member to make contact with people themselves. Be on the lookout for useful or interesting opportunities to get them involved. Invite them to meetings that you are attending. Encourage staff to join relevant UTS networks.  
  • Encourage staff to connect with relevant equity networks e.g. Indigenous Staff Network, Women @ UTS |
| Schedule and undertake regular catch up meetings (at least weekly) | • Hold regular meetings to discuss progress to date and to provide feedback.  
  • Use the Induction Checklist as a guide to ensure the new staff member is progressing through the required activities, including the compliance activities. |
| Organise a campus tour | • Arrange for the Induction partner to take the new staff member on a guided tour of the Haymarket and Broadway campuses including facilities such as the library, food court, ATM, gym and local area.  
  • The staff member can obtain their staff card from the Library while they are on the tour (if not done in week 1). |
## TWO to SIX MONTHS

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| Schedule and undertake regular catch up meetings (at least fortnightly) | • Hold regular meetings to:  
  o further clarify role, responsibilities and expectations  
  o discuss progress to date  
  o provide feedback on performance  
  o address any queries/concerns  
  o identify relevant professional development activities  
  • Use the Induction Checklist as a guide to ensure the new staff member has completed the required activities, including:  
  o compliance training  
  o Starting at UTS program  
  o nominated Induction events  
  o Induction Survey |

## ONGOING

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| Schedule and undertake regular catch up meetings | • Continue to hold regular meetings to:  
  o discuss progress  
  o provide feedback on performance  
  o address any queries/concerns  
  o identify opportunities to enhance knowledge and experience  
  o encourage attendance at internal and external workshops, networks and events |
| Undertake formal Probation Review (Support and Senior Staff Group) | • Support staff probation period is six months  
  • Senior Staff Group probation is between six and twelve months  
  • Four weeks before the end of the probation period, meet with the staff member to:  
  o review progress and impediments  
  o make a recommendation for continuation or termination  
  o finalise probation plan documentation.  
  • Further information about Support and Senior Staff probation:  
| Undertake formal Probation Review (Academic staff) | • Academic staff appointed on a continuing appointment will normally have a probationary period up to three years.  
  • First formal review is held after 12 months and the final formal review is held six months before the end of the probation.  
  • Meet with the staff member to:  
  o review student evaluations of teaching  
  o discuss progress – achievements and any problems including extenuating circumstances  
  o indicate if there are any impediments to granting of continuation of employment and develop an agreed course of action.  
  • Further information about Academic Staff probation:  