

## ***Supervisor's and Manager's Checklist for new staff***

### **BEFORE THE NEW STAFF MEMBER COMMENCES:**

- Arrange a work station or office, phone and extension, computer and computer access
- Arrange for stationery and other office supplies
- Inform other staff that a new staff member will be commencing
- Arrange for the addition of the staff member's name to the staff directory, door of the office, Faculty/School, Division/Section website
- Ensure that Human Resources has provided an Induction Folder for presentation to the new staff member

### **ON THE FIRST DAY:**

- Be there to greet the new staff member when they arrive
- Introduce them to colleagues in the Faculty/School, Division/Section
- Explain the organisational structure and objectives within the work unit
- Issue office keys
- Provide staff member with Induction Folder and assist them to complete administrative arrangements for pay, taxation etc
- Arrange for staff member to contact their Human Resources Advisor.
- Arrange for issue of Staff ID card
- Check whether the staff member requires any assistance (e.g. special computer equipment or software)

Take the new staff member on an orientation walk and show the location of:

- work stations and areas, photocopying and facsimile facilities and other equipment
- staff rooms, toilets, emergency exits, security
- cafeteria, bank, staff club, book store, car parks (where applicable)

Introduce the new staff member to the workplace and explain:

- the phone system and online Internal Telephone Directory facility
- the internal/external mail systems
- location and ordering of stationery supplies
- the computer system (request login from ITS if applicable) and connection to e-mail
- hours of work, leave applications and procedure for reporting absences

Occupational Health and Safety (OH&S) - outline the following:

- that OH&S information including all University OH&S Policies and Procedures with which they must comply, are available via the Human Resources website. Provide School/Section OH&S procedures to staff member.
- the staff members' OH&S responsibilities and identify safety issues/hazards which they may encounter
- safe operating procedures
- requirements for personal protective and/or monitoring equipment - use, storage and maintenance
- procedures for resolving OH&S issues and reporting hazards/incidents
- School/Section Responsible Officer, accountable person, employee safety representative and first aid officer.
- Emergency procedures; plans and exits.

Maintain contact with the new staff member during the day.

## **DURING THE FIRST WEEK**

### **ALL STAFF:**

- discuss the Position Description and major tasks/roles and responsibilities
- outline performance expectations and the performance management process
- explain major policies and procedures (eg OH&S, Equal Opportunity, Harassment & Discrimination, Equity Plan, Avoiding Conflicts of Interest, University website)
- ensure staff member completes Driver Medical Disclosure Form prior to travel where long trips or regular driving is undertaken. Forms are held by the School/Section or referred to OH&S where appropriate.
- explain emergency procedures for evacuation, accident, ambulance and the location of fire extinguishers and emergency exits
- explain the compulsory EO-Online training course
- explain the UTAS induction program, introduce On-line Induction program and the face-to-face Orientation program and book staff member in.
- outline University staff development options eg Leadership and Management Programs

Maintain regular contact with the new staff member during the first week. Towards the end of the week review their progress.

### **FOR ACADEMIC STAFF - Cover aspects of the job with the new staff member**

- discuss teaching duties and expectations
- discuss research duties and expectations, opportunities and funding for research
- explain student evaluation of teaching and learning
- discuss work unit meetings & committees
- explain semester dates, examinations
- explain class/course allocation and room booking procedures
- explain course policies and procedures
- explain University student policies
- explain use of any manuals and documentation
- outline resources available (computers, laboratory, secretarial, etc) Staff development and training
- determine requirement to undertake the University's introductory teaching course (TAUT)
- explain eligibility for Study Leave
- Other \_\_\_\_\_

### **FOR GENERAL STAFF - Cover aspects of the job with the new staff member**

- outline work flows and deadlines
- discuss Faculty/School, Division / Section meetings
- discuss probationary period requirements - identify to whom appointee will be responsible to for probation reports
- explain documentation and filing procedures (central filing system, records management)
- explain petty cash systems, travel and vehicle requisitions
- Other \_\_\_\_\_

### **On-the-job supervision**

- assign tasks and explain what is required
- demonstrate tasks and observe the new staff member doing the task
- provide feedback
- explain use of equipment
- Staff development and training
- outline University staff development and training courses available

## **DURING THE FIRST MONTH**

### **ALL STAFF:**

- review progress with the new staff member and provide feedback
- ensure the new staff member is aware of staff support services – HR Advisory Unit, Equity and Diversity, OH&S, Staff Development
- ensure the new staff member is aware of student support services – counselling, housing, health services, overseas student support, learning skills
- explore staff development and training needs and opportunities available
- ensure that the staff member is able to access key on-line information (e.g. UTAS calendar, staff homepage)
- meet with the staff member to conduct a Performance Management Planning Session where performance objectives are set for the PM cycle
- where appropriate, meet with academic staff member to determine probation objectives
- ensure the new staff member has accessed the On-line Induction Program
- ensure the new staff member is aware of the compulsory EO-Online training program
- find the next Central Orientation Program on the Staff Development website and encourage the new staff member to book in
- Other \_\_\_\_\_