

The University is required by various Acts and Policies to demonstrate that it has made every reasonable effort to ensure that staff members fully understand their rights and obligations under the law and University Policies.

The tasks and activities in this Induction Checklist should be completed within the probation period or within the first six months of employment if the probation period exceeds six months.

The checklist is to be completed by the supervisor in consultation with the new staff member and placed on the staff member's file.

Employee Name: _____

Employee Number: _____

Date of Commencement: _____

FIRST DAYS

- Complete and submit all new employee paperwork on or before the first day of employment:
 - [Tax File Number Declaration](#)
 - [Electronic Funds Transfer Authority](#)
 - [Superannuation Forms](#)
- Agree and set time in diaries for Probation (if appropriate) and [Career Development Conversations](#)

THE FOLLOWING POLICIES, PROCEDURES AND KEY TASKS HAVE BEEN READ AND DISCUSSED WITH YOUR SUPERVISOR

- The University of Tasmania Policies and Procedures have been read and discussed [Policies by Category](#)
In particular, the following policies relating to particular aspects of the role were highlighted:
- The [University Behaviour Policy](#) has been read and discussed
- The [University Behaviour Procedure](#) has been read and discussed
- The University's [strategic direction](#) has been discussed and staff member understands how their role fits in:
- The [Legal Compliance Policy](#) has been discussed
- Academic Staff Members are familiar with the Tasmanian Institute of Learning & Teachings [Website](#)
- Ensure that you register your relevant research profile on Web Access Research Portal ([WARP](#))
- The guidelines for using copyright materials in relation to learning, teaching and research has been read and understood: [Copyright at the University of Tasmania](#).
- The [ICT Services and Facilities Use Policy](#) has been read and understood and the [ICT Services and Facilities Use Agreement](#) has been completed, signed and returned to Human Resources.

WORK HEALTH AND SAFETY

- The Local Area Induction Checklist has been completed please see our [WHS Induction and Training Webpage](#)

ENVIRONMENTAL SUSTAINABILITY

- Sustainable practices are embedded within the University of Tasmania's operations and through the University's commitment to reduce environmental impacts, achieve economic efficiency, demonstrate social responsibility and enhance student experience. For further information please visit our [Sustainability Portal](#).

COMMUNICATION AND ACCESS

- The use of the email, telephone and voicemail has been demonstrated. Further information and support is available at our [Communication Technologies Webpage](#).
- Office keys, network access, access card and staff card have been obtained, please see our [Security and Access Webpage](#).
- Key stakeholders and colleagues have been introduced to new staff member

TRAINING AND DEVELOPMENT

- Please complete the WHS Training Needs Analysis to determine your induction and training needs for your role and responsibilities
- New staff member has completed compulsory courses
- Orientation, please register with Human resources to attend a centrally run orientation seminar
 - Work Health and Safety Modules, available through the *MyLo System*
 - Inclusion Equity and Diversity, *Equal Opportunity Online*
 - Graduate Certificate in University Learning & Teaching (academic staff)
 - Research Integrity at the University of Tasmania, available through the *Office of Research*
 - Any other local or role specific induction requirement has been provided for
 - Reviewed other '[recommended courses](#)'

When all the above actions have been undertaken, the staff member and supervisor, are both required to sign the Induction Checklist. The completed checklist is to be returned to your HR Business Partner, contact details can be found [here](#).

STAFF MEMBER

I have a well-developed understanding of all the induction components and completed induction procedures and training applicable to my appointment and have complied with all requirements of my Offer of Employment.

Signature _____ Date _____

SUPERVISOR

I certify that the above-mentioned staff member has demonstrated a well-developed understanding of all the induction components in the compliance checklist and has completed all compulsory training.

Signature
of Supervisor _____ Date _____

Print Name _____ Position _____