



Departmental Induction Checklist For Academic Staff (other than confirmation path)

This checklist should be completed for each new staff member.

Name of Staff Member: _____

Department: _____ **Start Date:** _____

Position Title: _____

Pre-Start Preparations	Completed
Schedule key meetings required in first week of employment	
Prepare/update a list of department contacts	
Assign a mentor or buddy, if relevant	
Organise the workplace, building access and desk setup	
Organise business cards, door and department signage	
Organise any equipment or protective clothing that may be required	
Organise any materials or stationery that may be required	
User name and password for the Web Kiosk received (Contact: ITS Helpdesk, extn 8888)	
Arrange email address and access to systems as needed (Moodle) (Contact: ITS Helpdesk, extn 8888)	
Organise any pre-start training or training required immediately after start, if appropriate	
Organise financial delegations and p-card application if needed	
Speak to the new employee's manager to ascertain if there are any health and safety or disability requirements to be addressed	
Introduction to the Department	Completed
Welcome to the Department	
Introduction to Head of Department/Senior staff	
Familiarisation with location of place of work and support facilities such as toilets, tea and coffee making facilities.	
Introduction to colleagues	
Brief description of Department/Division	

ID card obtained (Contact: ID Card Office, extn 5330)	
Security access and procedures explained	
Use of telephone features	
Familiarisation with the University and Departmental web pages	
Car parking	
Informed of relevant policies	
Introduction to the Kaiāwhina Māori and familiarization with relevant policies	
Introduction to departmental mentor or buddy (if relevant)	
Introduction to the Job	Completed
Clarification of the job description and explanation of the key outcomes	
Meet with immediate manager to discuss performance goals, if relevant	
Contact publications/outputs office at publications@otago.ac.nz or on ext 8340 or ext 3783 to ensure that your publications/outputs are added to the central University database.	
Obtain briefing from Research Adviser (Research and Enterprise). The appropriate Adviser can be found at the link: http://www.otago.ac.nz/research/contacts/index.html#research	
Obtain briefing from Education Adviser (Education Unit). The appropriate Adviser can be found at the link: http://www.otago.ac.nz/medical-school/for-staff/contacts.html	
If role is Joint Clinical, DHB induction to be undertaken	
Issuing of Personal Protective Equipment (PPE)	
Conditions of Service Information	Completed
Received training in the use of the Web Kiosk (Designated trainer within the department, except for those managing staff who should contact hssystem@otago.ac.nz)	
Completed equity details under personal information in the Web Kiosk	
Clarification of hours of work, lunch and tea breaks	
Absence, lateness (Who to notify)	
Overtime/Shift arrangements (if any)	
Holiday entitlement (procedures for applying for leave)	
Sickness (Who to notify, by when, where to send certificates etc.)	

Sickness Benefits	
Health and Safety	Completed
Introduction to Departmental Health & Safety Officer	
Received Accident Insurance Self Identification Card, Safety Matters Brochure and ACC Partnership Programme Brochure	
Provided with ACC Habitatwork link (http://www.habitatwork.co.nz/) for computer health and safety, contact for workstation assessment if required	
Informed of the University's health and safety systems (injury and hazard reporting) and the staff member's responsibilities	
Shown the health and safety website: www.otago.ac.nz/healthandsafety/	
Provided with EAP pamphlet and shown website: www.stratos-ltd.co.nz	
Met with key health and safety people in the department – Fire Wardens and First Aid Personnel	
Informed of health and safety issues and given/shown the hazard register for the department and the control procedures	
Informed of emergency procedures and the academic staff member's responsibilities for the evacuation of students in their lectures/laboratories	
Informed of health and safety training courses available and appropriate enrolments completed (Contact: hrtraining@otago.ac.nz)	

Induction Checklist Completed
New Member of Staff
Signature:
Date:
Department Induction Facilitator
Signature:
Date:
Departmental Health & Safety Officer

Signature:

Date:

Head of Department (or staff member with delegated authority)

Signature:

Date:

If there has been any part of the departmental induction process that you were unable to complete, please give your reasons here. Additionally, if there are any parts of the process you would like to comment on for quality purposes please state here.