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|  | Departmental Induction ChecklistCasuals |

Download and save a copy of this checklist. Complete a separate one for each new staff member.

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| **Name of Staff Member:** | **Start Date:** |
| **Position Title:** | **Department:** |

| **Pre-Start Preparations** | **Process/Support** | **Who** | **When** | **Status** |
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| Discuss task allocation with administrative support to confirm who undertake each task.  |  | Hiring Manager | At verbal offer |  |
| Submit an ITSS request for help with “a staff movement request”.  This covers hardware, shared drives, mailboxes.  Username can be provided later.  | [ITSS support request](https://ask.otago.ac.nz/itsssupportrequest/)   | Admin  | At verbal offer  |  |
| Schedule key meetings /inductions required for first week of employment (Health and Safety, morning tea) [*What are DHSOs/DHSAs?*](https://www.otago.ac.nz/health-safety/management/dhsos/index.html) | [List of DHSOs/DHSAs](https://otagouni.sharepoint.com/sites/OnboardingNewStaff/Lists/DHSO%20and%20DHSA%20list/AllItems.aspx) | Hiring Manager/Admin | At offer acceptance |  |
| Assign a mentor or buddy, if relevant.  |  | Hiring Manager | At offer acceptance |  |
| Make necessary accessibility or health and safety arrangements with Occupational Health. (Confirm requirements with new staff member or hiring manager.) | [Occupational Health](https://www.otago.ac.nz/health-safety/occupational-health/) | Hiring Manager/Admin | At offer acceptance |  |
| Organise the workplace, building access, desk setup & phone, protective clothing, stationery | [Desk phones](https://www.otago.ac.nz/its/services/telephones/otago022886.html)[Door access](https://www.otago.ac.nz/proctor/otherservices/otago025149.html) | Admin | At offer acceptance |  |
| Arrange access to systems as needed.First search for the person in MS Teams or Outlook to confirm username has been created.(FinanceOne access requires training.)***Wellington*** MedMoodle   Email to: eu.elearning.uow@otago.ac.nz  MedMoodle: <https://medschool.otago.ac.nz/>    HSMoodle: <https://hsmoodle.otago.ac.nz/>    Request access to OurDrive if entitled to CEL/CME [Conference Leave](https://ourdrive.otago.ac.nz/teams/UniversityofOtagoWellington/Lists/ConferenceLeave/By%20Status.aspx)   | Blackboard, Moodle, Sojourn: ask@otago.ac.nzMore info/access:[Business Objects](https://ask.otago.ac.nz/knowledgebase/article/KA-10002082/en-us) [eVision](https://ask.otago.ac.nz/knowledgebase/article/KA-10002222/en-us)[FinanceOne](https://www.otago.ac.nz/its/services/software/otago041869.html)[OURDrive](https://ask.otago.ac.nz/service-details/?id=0bb698d3-1bbd-eb11-bacc-002248151b49)[SONIA](https://www.otago.ac.nz/its/services/software/otago726808.html) | Hiring Manager/Admin | As soon as username is in system |  |
| Organise any training required immediately after start, if appropriate. | [Training](https://www.otago.ac.nz/administration/stafftraining/) | Hiring Manager/Admin | At offer acceptance |  |
| Send welcome email and logistics for first day* Provide dress code information
* Parking information
* Reminder to bring photo ID for ID Card
* Provide information on where to go, what time and who to ask for
 |  | Hiring Manager | One week prior to start date |  |
| Add to local ‘Teams’ sites and/or custom email distribution lists***Christchurch*** Add to All-Staff Chch email list.  For Client Services, add to UOC Administrators, Portfolio 2, Client Services Information Teams, SONIA. ***Wellington*** Add to custom email distribution lists and appropriate moodle page.  For CSA add to Green Team  |  | Site/list owner | Day prior to start date |  |
| Advise staff of new staff member starting   |  | Hiring Manager  | Day prior to start date  |  |

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| **First Day/Week Introduction to the Department** | **Process/Support** | **Who** | **When** | **Status** |
| Welcome to the Department & relevant staff/colleagues |  | Hiring Manager | First day |  |
| Familiarisation with location of place of work and support facilities such as toilets, tea and coffee making facilities. |  | Hiring Manager/ Admin /Buddy | First day |  |
| ID card obtained and any building/room keys obtained | [New ID Card](https://au.promapp.com/otago/Process/Minimode/Permalink/FuSWVe9F07HJAJleQgYXBX) | Admin | First day |  |
| Building security access and procedures explained (if relevant) |  | Admin | First day/week |  |
| Use of telephone features (if relevant) (Dental School Dunedin, St. David II and Clocktower use Cisco phones) | [Cisco Phones](https://ask.otago.ac.nz/knowledgebase/article/KA-10002427/en-us)[Desk Phone Options](https://ask.otago.ac.nz/knowledgebase/article/KA-10002061/en-us) | New Employee/Online Content | First day/week |  |
| Informed of relevant policies and policy library | [Policy Library](https://www.otago.ac.nz/administration/policies/) | Hiring Manager | First day/week |  |
| Introduction to departmental mentor or buddy (if relevant) |  | Hiring Manager | First day |  |
| Run Health & Safety induction ***Wellington*** Jane Anderson – Health and Safety Advisor, Jane.anderson@otago.ac.nz   | [List of DHSOs/DHSAs](https://otagouni.sharepoint.com/%3Al%3A/s/OnboardingNewStaff/FHV-B6L6JgVKpfzVIUdstzEBiBHnslBsa-T4UYw0yfdERg?e=2BRpAm) | DHSO/DHSA | First day/week |  |

| **First day/week or second week Introduction to the Job** | **Process/Support** | **Who** | **When** | **Status** |
| --- | --- | --- | --- | --- |
| Clarification of the job description and explanation of the key outcomes |  | Hiring Manager | First day |  |
| Issuing of Personal Protective Equipment (PPE) |  | Admin | First day |  |

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| **First month Conditions of Service Information** | **Process/Support** | **Who** | **When** | **Status** |
| Clarification of work conditions* hours of work, lunch and tea breaks
* Absence, lateness (who to notify)
* Overtime/shift arrangements (if any)
* Holiday Pay, Christmas shutdown
* Sickness (Entitlements, who to notify, by when, where to send certificates)
 | [Leave Information](https://www.otago.ac.nz/humanresources/working-at-otago/leave-and-holidays/index.html) | Hiring Manager | First day/Week |  |
| Direct to online training for Web Kiosk (May be a designated trainer within the department, except for those managing staff who should contact hrsystems@otago.ac.nz )  | [Web Kiosk](https://blogs.otago.ac.nz/trainingswk/) online training(requires login) | Admin | First Week |  |