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ARG Staff Induction

A guide for managers
and supervisors

October 2017

**ACADEMIC
REGISTRAR'S
GROUP**

RMIT
UNIVERSITY

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Contents

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What is staff induction?

The RMIT and ARG induction programs give new staff the information they need to understand the unit, where their role sits within the ARG and the wider University and what's expected in their role. New staff have the opportunity to meet colleagues and key contacts, attend meetings and expand their networks.

Managers and supervisors should allow time for new staff to ask questions and to take the time to complete the University's compliance modules. At the end of a successful induction process, a new staff member should feel welcome in the work environment and confident to proceed in their role.

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Information for managers and supervisors

While the responsibility to conduct the induction process lies with the manager and supervisor of new staff, not everyone is experienced in the process. Human Resources offers valuable information as part of their Ready Set Go program. This program supports new managers through the induction process including a *Manager induction guide and checklist*.

As part of the support offered to new inductors, Human Resources offers a good online training program: *Strategies for successful onboarding: getting started*. This valuable program is recommended for staff who are responsible for induction, as part of their own professional development.

For further information see the HR induction webpage and the 'Managing new staff (Induction)' link at rmit.edu.au/staff/my-employment/induction.

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New staff in the ARG—cohorts

All new staff should be provided with a local induction which is appropriate to their role. Staff who are moving units or returning to work after a period of absence are often forgotten in the induction process. However, it is important that these staff are briefed on changes, not only within their own unit but across the ARG and the University.

Not all staff accepting a position in the ARG will be new to RMIT University.

New staff include:

Staff types	Description	Induction period
New to RMIT	New staff who have never worked at RMIT, or ex-staff who have returned after an absence.	Four weeks
New to ARG	Staff members who are new to the ARG, moving from schools, colleges or other portfolios.	Three weeks
New to unit	Staff members moving between ARG units.	Two weeks
Return-to-work	Staff members returning from extended leave: parental leave, long service or other extended leave.	One week
Casual	Staff members appointed for short term contracts who are new to the ARG or returning after an absence.	One week

About the Academic Registrar's Group

The ARG, headed by the Academic Registrar, supports the core activities relating to the RMIT student lifecycle—from admissions through to graduation.

Our mission is to deliver, in partnership with the RMIT University community, academic policies, systems and services that support teaching, learning and research within a quality management framework.

The Academic Registrar's Group is part of the Education Portfolio.

There are three key work areas within the ARG:

— **Office of the Academic Registrar**—responsible for policy development, interpretation and implementation including assessment support and management of University complaints.
  — Assessment Support   — Policy Unit   — Student Governance

— **Curriculum Administration and Student Systems**—provides systems support to business processes, including configuration, compliance and documentation.
  — Business Systems and Processes   — Course and Program Administration

— **Student Lifecycle**—responsible for the central student administrative functions of the University and supports the colleges in delivery of quality administration.
  — Admissions   — Enrolment and Student Records   — Exams, Awards and Graduations

For more information, refer to rmit.edu.au/about/governance-and-management/organisation-structure/education-portfolio/academic-registrars-group.

Academic Registrar's Group, Organisational Chart
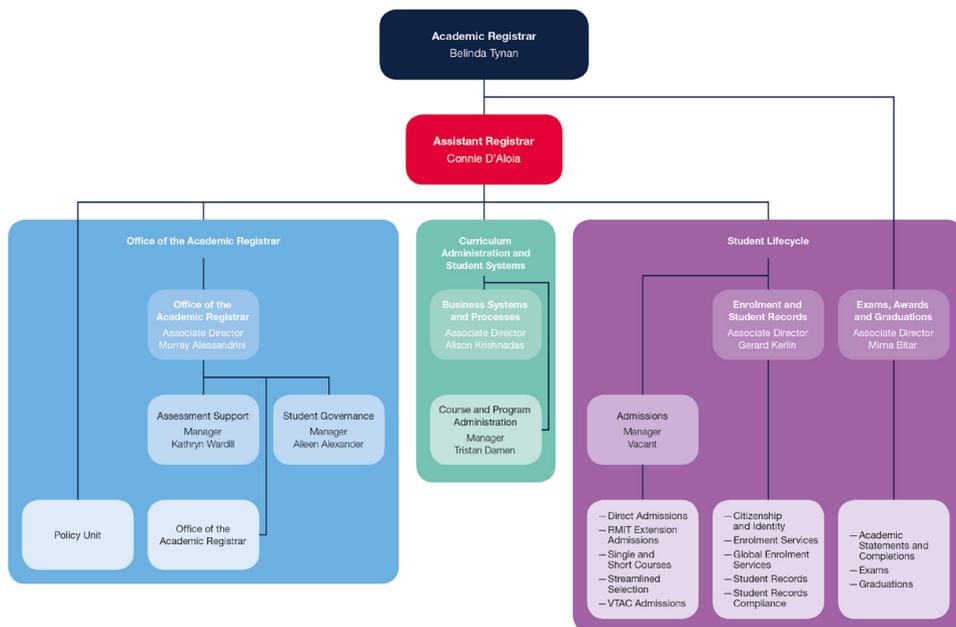
RMIT Vietnam administration

RMIT Vietnam has its own student and academic services group that works closely with the ARG in Melbourne to administer an equivalent level of support and services for students and staff at Vietnam campuses.

rmit.edu.vn

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The ARG induction checklists

To assist the manager or supervisor plan the local induction for ARG new staff, checklists have been developed. The checklists should be used to guide the induction process.

Each checklist (see below) details activities and discussion points needed to prepare a meaningful and comprehensive induction for a new staff member.

— Pre-start date induction
— Induction schedule
— Induction pack
— First day: induction
— First week and beyond: induction
— Post-induction follow-up

On completion of the induction program, your new employee will be asked to complete a questionnaire on their induction experience. Feedback from the questionnaire will be used to improve the induction program so the ARG can offer the best induction possible to new staff.

Pre-start date induction checklist

The pre-start date checklist is designed to step the manager through the activities that they need to undertake prior to a new employee starting in a position in the ARG.

Step	Description	Check box
1. Read Ready Set Go—induction guide for managers	Human Resources (HR) offers good information and training on induction which can be accessed as part of the Ready Set Go guide. See HR's induction information on the My Employment webpage. rmit.edu.au/staff/my-employment/induction	☐
2. Complete online training module—*Strategies for Successful Onboarding: Getting Started*	Completing this training module is recommended for managers and supervisors for professional development. See HR's induction webpage as above and select the 'Managing new staff (Induction)' link.	☐
3. Complete HR paperwork for your new employee	Ensure all paperwork associated with the new employee is completed as soon as possible after selection. This ensures the staff member can sign their contract and commence work.	☐
4. Appoint a 'buddy' for the new employee	Appointing a 'buddy' for your new employee provides them with a 'go-to' person for questions. It is important to appoint a staff member who is keen to be involved in induction. **Note:** small teams may not allow a suitable buddy to be appointed.	☐
5. Complete the induction schedule	Completing the induction schedule one week prior to the employee's start date is recommended. Once the employee has signed their contract, send them the induction schedule so they know what to expect in their first month. The induction schedule is available from the 'I Drive' at ARG Managers folder>Induction>Induction Pack folder.	☐
6. Compile the ARG induction pack	Ensure that all items are included in the pack. When the employee starts work, the induction pack should be ready and placed on their desk.	☐

Step	Description	Check box
7. Contact your new staff member	After the contract is signed, you can contact your new staff member to discuss: — any questions about the job — starting time — how they will get to work (provide maps, public transport or car park information) — their induction schedule (to be emailed) — what to wear, depending on their job (see Our Service Standards and Helpful Hints).	☐
8. Organise morning or afternoon tea	Welcome your new staff member to the team or work area. Schedule the time and date in their Google Calendar and include team members and your Manager and Associate Director in the invitation.	☐
9. Workstation set-up	Ensure the allocated workstation is clean and there are drawers with keys and other essentials. Provide stationery, pens, etc.	☐
10. Organise desk sign, name tag, etc.	Ensure a desk sign is printed with the employee's name, unit and desk number. Order a name tag and include in the induction pack, if ready by the start date.	☐
11. Organise telephone, voicemail and email	Ensure the telephone is set up in the staff member's name and request voicemail activation. See the IT Services Telephony webpage for details. rmit.edu.au/staff/it/telephone RMIT's email service, Google Mail, will be set up automatically for new staff members once a staff ID is allocated. See the Google Apps website for details. rmit.edu.au/staff/it/googleapps	☐
12. Provide access to unit shared drives and folders	Once you have the employee's staff ID, request access to the unit's shared drives and associated folders. Lodge a job with Service and Support via rmit.service-now.com/serviceandsupport.	☐
13. Ensure computer has required software	Ensure that the staff member's computer is ready for your employee with access to any required applications or software. Contact IT Services via Service and Support.	☐
14. Add contact details to Staff Directory	Complete the online request form for staff members moving to ARG from within RMIT. Submit details and allow time for the request to be processed and details to be published on the Staff Directory online. Lodge a job with Service and Support via rmit.service-now.com/serviceandsupport.	☐

Induction schedule checklist

This checklist is designed to help you complete the induction schedule template for your new employee. This includes setting up a new staff member's calendar including induction activities such as campus walks and visits, etc.

Step	Description	New staff cohort	Check box
1. Schedule a time to greet employee	As the inductor, you should meet and greet the new employee at a prearranged time, show them to their desk, and explain the induction process. Schedule this time in advance.	— New to RMIT — New to ARG — Casual—new	☐
2. Complete and sign administrative paperwork in induction pack	Complete on day one. All forms to be completed or signed should be included in the induction pack ready for the employee to sign.	— New to RMIT — New to ARG — Casual—new	☐
'Buddy' activities			
3. Introduce the employee to their 'buddy'	Introduce the nominated 'buddy' to your employee and explain the relationship both staff will have over the induction period.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
4. Schedule daily meetings between 'buddy' and employee	During the induction period, schedule meetings for the employee and buddy each morning. Meetings may include on-the-job training. Keep the meetings to around one hour initially.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐
5. Buddy introduces employee to colleagues	Ensure that the buddy introduces the employee to their new colleagues. Provide an overview of the colleagues' work functions and responsibilities.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
Induction pack and work unit meetings			
6. Guide the employee through the induction pack	Discuss the information in the induction pack and use the enclosed checklist to mark off topics. This conversation can take place over several days. Allow the employee to read the information and ask questions.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐
7. Meet to discuss *Our Service Standards and Helpful Hints* document	A copy of *Our Service Standards and Helpful Hints* should be included in the ARG Induction Pack. Allow the employee time to read the document before the discussion.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐

Step	Description	New staff cohort	Check box
8. Meeting with work unit team	Introduce the employee to their work unit colleagues at a team meeting. Ask the team members to expand on their functions and responsibilities.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐
9. Meeting to discuss workplan, probation and job performance	Towards the end of the first week, schedule a meeting to discuss their responsibilities, performance expectations and upcoming probation meetings.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐
10. Schedule regular induction catch-up meetings	Managers and Associate Directors should meet with the new employee at least once during induction and supervisors should meet with them every few days. This is the time to ensure the employee is settling in, or reassure them if they seem overwhelmed.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐

Schedule meetings with other staff

Step	Description	New staff cohort	Check box
11. Schedule a meeting with the Office Coordinator and Advisor	This meeting will provide the employee with an overview of the Office of the Academic Registrar.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
12. Schedule a meeting with the Academic Registrar	The Academic Registrar prefers to meet all new staff regardless of role or HEW level. Arrange one-on-one meetings with staff of HEW 7 and above, and small group meetings with HEW 6 and below. Book meetings through Level 8 Reception.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
13. Schedule a meeting with the work unit's Associate Director	It is important for new employees to meet their Associate Director. This meeting should occur in the second week.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
14. Meeting with the Privacy Officer	Schedule a meeting with the University's Privacy Officer, after the employee has completed the mandatory compliance education module on Privacy. This may be a group meeting with other team members.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
15. Meeting with International Services	Contact the Manager, International Admissions and Business Services to arrange an induction meeting or workshop. Other new ARG staff can be invited.	— New to RMIT — New to ARG — New to unit — Casual—new	☐

Step	Description	New staff cohort	Check box
16. Meetings with other key ARG staff	Set up meetings with other key staff in the ARG, especially those the new employee will be working with.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
17. Schedule a meeting to discuss development and training	Ascertain whether the new employee needs any training or professional development and discuss options with the staff member.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
18. Schedule a time to collect photo ID from Security	Book this activity in advance in the employee's Google Calendar. This could be part of the 'campus walk' with a buddy.	— New to RMIT	☐
19. Schedule welcome morning or afternoon tea	The morning or afternoon tea should be scheduled for day three. Staff should organise food—this task can be delegated to a team member. Invite all team members.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐

Schedule campus walks and visits

Step	Description	New staff cohort	Check box
20. Schedule a walk around campus	Take the employee on a walk around campus with a campus map. Include buildings they are most likely to visit such as Security, RMIT Connect, a nearby cafe and the Library.	— New to RMIT — New to ARG — New to unit	☐
21. Schedule a trip to Brunswick and Bundoora campuses	If the new employee will have contact with Bruswick and Bundoora campuses, schedule meetings with colleagues there.	— New to RMIT — New to ARG — New to unit — Casual—new	☐
22. Schedule Library tour	Optional item which may be of interest for new employees. Can be scheduled towards the end of induction.	— New to RMIT	☐
23. Campus tour	Official campus tours are run for new staff, visiting all Melbourne campuses. This provides an opportunity to meet other new staff.	— New to RMIT — Casual—new	☐

Additional staff development

Step	Description	New staff cohort	Check box
24. Introduction to IT for RMIT staff	Provides an overview of RMIT systems and software. Check the Professional Development webpage for details. rmit.edu.au/staff/professionaldevelopment	— New to RMIT — Casual—new	☐

Step	Description	New staff cohort	Check box
25. Google Essentials	RMIT uses Google Apps for email, calendars, Google Docs and Google Drive (file storage). Training covers these essential functions and is available via IT Services. Comprehensive guides are available online. rmit.edu.au/staff/it/googleapps	— New to RMIT — Casual—new — Return-to-work	☐
26. Webpages for reference	Compile a list of RMIT webpages which will provide relevant reading for the new employee. The list at the end of this guide may be useful.	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐
27. Compliance education online modules	All RMIT staff are required to complete the following online modules: — The Way We Work at RMIT Professional staff: — Health and Safety — Privacy and Professional Conduct — Equal Opportunity Module 1 — Equal Opportunity Module 2 (for managers and/or HEW 7 and above) — Competition and Consumer Act (for managers and/or HEW 7 and above) Professional staff in VET: — Your Work Practices Under VQF (optional) See the Human Resources Professional Development webpage for details. rmit.edu.au/staff/professionaldevelopment	— New to RMIT — New to ARG — New to unit — Casual—new — Return-to-work	☐

University information

Step	Description	New staff cohort	Check box
28. Where to find useful University information	Inform the new staff member about newsletters: — RMIT Update — Frontline Bulletin	— New to RMIT	☐
29. Emergency procedures video	Ensure new staff watch the emergency procedures video from Property Services so they know what to do in case of fire or other emergency. rmit.edu.au/security/emergencyvideo	— New to RMIT — Casual—new	☐

Induction pack checklist

The ARG Induction Pack contributes to welcoming your new employee to their work environment. Adding comprehensive information will convey the message that they are important members of the ARG.

The induction pack checklist is designed to inform you what to include in the pack.

Step	Description	Check box
Basic induction pack		
Induction pack folder (pre-packed)	The induction pack folder can be used by your employee to store copies of personal documents including position description, contract, *Our Service Standards and Helpful Hints* document, name tag, etc. Available from the Office of the Academic Registrar Reception.	☐
University calendar (current year)	This calendar includes the University shutdown periods, semester breaks, public holidays and staff pay days. Extra printed copies are available from RMIT Print Services.	☐
RMIT lanyard and pass holder (welcome gift)	The lanyard and pass holder are provided for the employee to keep their access pass and staff ID protected. Available from the Office of the Academic Registrar Reception.	☐
Induction schedule	You may have already emailed this to your employee but it is a good idea to include a hard copy in the induction pack.	☐
ARG post-it notes and tag booklet (welcome gift)	Included in the pre-packed induction pack from theOffice of the Academic Registrar Reception.	☐
Notebook (welcome gift)	Available from the Office of the Academic Registrar Reception.	☐
Copy of the Ready Set Go induction checklist for new employees	This HR document contains important information. You should provide a printed copy. See the HR Induction webpage for details. rmit.edu.au/staff/my-employment/induction	☐
ARG information		
ARG Roadmap	Contains the key elements shaping the future of the ARG to 2020.	☐
OH&S and first aid representatives list	Provide a copy of any ARG OH&S and first aid representatives on your floor. Your employee should be able to find the representative at any time.	☐
RMIT Our Organisation and Strategic Plan	Reference material about RMIT. These documents are available on the About RMIT webpage. rmit.edu.au/about/our-strategy	☐

Step	Description	Check box
'At lunch' sign and 'Pitch in' flyer	Staff members should display the 'At lunch' sign on the back of their chairs if sitting at their desks during lunch. The 'Pitch in' flyer can be displayed as a reminder.	☐
Housekeeping information	ARG housekeeping information covers the office area, kitchen, toilets etc.	☐
Printer—quick reference	Provide a copy of the printer quick reference guide with details on printing and other functions. See the 'General printing' link on the IT webpage for staff for user guides. rmit.edu.au/staff/it	☐

General RMIT information

Step	Description	Check box
Staff website	A range of useful information and links is available via the main Staff webpage. rmit.edu.au/staff	☐
RMIT Code of Conduct	The RMIT Code of Conduct is available online. rmit.edu.au/policies/codeofconduct	☐
OH&S brochures and information	New employees should be aware of RMIT's Occupational Health and Safety strategy. Ask if the employee has previously been an OH&S representative. They may wish to act as a representative in ARG. See the Health and safety webpage for more information. rmit.edu.au/healthandsafety	☐
Workstation checklist	The checklist is to assist the staff member to set up their workstation in line with ergonomic principles and minimise risks of strain or injury.	☐
New smoke free policy	RMIT is now smoke free. Highlight the new smoke free policy to the staff member. More information is available online. rmit.edu.au/propertyservices/smoke-free	☐
Administration forms	Print forms that the new employee will need to complete or sign. This may include authorisation for staff to access systems such as SAMS or SAP or after-hours building access. rmit.edu.au/staff/it/forms rmit.edu.au/security/accesscard	☐
IT wireless access guides	IT Services has developed guides for accessing RMIT's wireless networks with various devices. More information is available online. rmit.edu.au/its/wireless	☐
Salary and pay schedules	The RMIT salary and pay schedules are available on the My employment webpage. rmit.edu.au/staff/my-employment	☐

Step	Description	Check box
Behavioural Capability Framework	The Behavioural Capability Framework forms part of the workplanning process, for discussion with the new staff member. More information is available online. rmit.edu.au/staff/myperformancemycareer/ behaviouralcapabilityframework	☐
Classification standards for academic and professional staff	The classification standards for academic and professional staff are available via the Policies and processes webpage. rmit.edu.au/policies	☐
RMIT statistics at a glance brochure	Provides an overview of the student and staff population of RMIT.	☐
RMIT Emergency Procedures manual and SafeZone app	The RMIT emergency procedures manual has been developed for staff reference. A SafeZone app is available for students and staff to contact Security in case of emergency on campus. More information about emergency management is available via the Security at RMIT webpage. rmit.edu.au/security	☐
Campus map and self-guided tour	Campus maps are available on the RMIT webpage for each campus. rmit.edu.au/maps	☐

First day: induction checklist

The first day of induction can be overwhelming for a new employee, with lots of information to absorb and people to meet.

You should try to keep the first day 'light and breezy' to help your staff member relax. This day should be about getting to know the team and the information they need to know from day one.

Remember to check in with the new staff member throughout the day, answer questions and debrief at the end of the day.

The following checklist is designed to help you plan and navigate essential first day information.

First day induction checklist

Step	Description	Check box
1. Meet and greet employee	Welcome the new staff member. Be 'light and breezy', with a cheery smile. Take the employee to their desk, show them where they can leave and secure their bag or personal items e.g. in a locked drawer.	☐
2. Present the induction pack	Present the induction pack to your employee and briefly explain the contents. Inform them that the information can be referred to later in the day and throughout the induction period.	☐
3. Introduction to buddy	Introduce the employee to their buddy. Explain that the buddy will assist them with some induction activities and help with on-the-job training and questions.	☐
4. Introduction to the team	Introduce the team, or have the employee's supervisor or buddy organise this. This introduction should be about making the new staff member feel welcome. Introduce them to people in the work area and ask them to explain their roles.	☐
5. Tour of work area	Don't forget the importance of showing the employee where the essential services and facilities are located e.g. the toilets, kitchen (tea and coffee making area, fridges, microwaves, etc.) and lunch area.	☐
6. Tour of building facilities	Include car park access (Building 88 has approved parking access for some staff only), bike racks, acqua stations (showers) accessible by secure code—further information is available from the Office of the Academic Registrar Reception. You may wish to show the employee other ARG work areas e.g. other levels of Building 88.	☐
7. Explain the induction process and schedule	Take some time to explain the overall induction process and schedule, including the meetings set up each day in the staff member's Google calendar. Don't forget to ask if the staff member has any questions.	☐

Step	Description	Check box
8. Computer login/ Google mail and calendar	Take your employee through the computer login, explaining passwords and shared drives they can access. Show them Gmail and Google calendar and remind them of their Google Essentials training course. Further information is available online. rmit.edu.au/it/staff	☐
9. Office equipment	Using the floor map, show the employee where the nearest photocopiers and printers are located. Take them through the process of logging in and printing, photocopying, scanning or faxing documents.	☐
10. Time out: induction pack	Give your employee some time out to read the induction manual, set up their workstation and have a cup of tea or coffee.	☐
11. Explain the position and responsibilities	Explain the employee's position by referring to their PD and job requirements. Explain the on-the-job training requirements and expectations. Engage with your employee—encourage questions and talk about key strengths, skills and interests.	☐
12. Training needs	Discuss your employee's training needs e.g. MS Office courses, SAMS training or other new skills needed.	☐
13. *ARG Service Standards and Helpful Hints* document	The *ARG Service Standard and Helpful Hints* document is included in the induction pack. Topics include work hours, ESS and submitting leave applications, pay days, dress and behaviour at work.	☐
14. Debrief meeting	It's important to have a catch-up at the end of the first day for a debrief. This provides the opportunity for the employee to ask questions and for you to evaluate the first day.	☐
15. 'At lunch' sign	Explain the purpose of this sign—to be displayed on the back of the employee's chair when they are sitting at their workstation during lunch.	☐
16. Security: Level 8 and 9, Building 88	The employee should have their staff ID card with them at all times. As a new staff member, they may be asked to identify themselves when they enter the work area.	☐

First week and beyond: induction checklist

This checklist contains recommended topics for discussion with the new employee over the weeks of their induction period.

You can schedule meetings in the induction period or choose to meet informally. As you discuss each topic, use the checklist as a guide.

First week and beyond induction checklist

Step	Description	Check box
1. Discuss workplan and performance	Towards the end of the first week, discuss the employee's workplan and related documents including the Behavioural Capability Framework. The Workplanning webpage has further information. rmit.edu.au/staff/myperformancemycareer	☐
2. Hold morning or afternoon tea	Inform your employee that you have scheduled a morning or afternoon tea (booked in their Google calendar). This is an opportunity to welcome them to the team.	☐
3. Introduce to ARG colleagues	You will have already scheduled meetings with the key staff your new employee needs to know, but don't forget to take them on a tour of the ARG and introduce them to all staff available on the day so everyone can get to know the new face on the floor.	☐
4. Discuss roles of ARG Associate Directors	Before the scheduled meetings with the ARG Associate Directors, discuss the Associate Directors' roles with the new employee.	☐
5. Probation and probation reviews	Discuss the probation period for your employee, including your expectations of achievements and the probation review process. Most new staff have a three month probation process. Read the induction and probation procedure for more information. rmit.edu.au/policies/inductionandprobationprocedure	☐
6. Discuss major activities and/or projects	This is a good time to discuss any major activities or projects likely to affect the employee currently or in future.	☐
7. Discuss Human Resources matters	The following HR matters should be discussed with your employee: — work hours and lunch breaks — public holidays — annual leave and sick leave — Employee Self Service (ESS) See the My employment webpage. rmit.edu.au/staff/my-employment	☐

Step	Description	Check box
8. Complete compliance education modules	Ensure that your employee has completed the required compliance education modules online. These include Privacy, Equal Opportunity, OH&S and other training.	
	See the compliance education link for details. rmit.edu.au/staff/professionaldevelopment/self-paced	
9. RMIT website orientation	Provide your employee with an overview of the important sections of the RMIT website e.g. Staff, Students and Policies webpages.	
	Refer to the list in *ARG Service Standards and Helpful Hints*.	
10. Discuss University holidays and closedown dates	Refer to the RMIT calendar and important dates webpage and familiarise the employee with RMIT holidays.	
11. Discuss health, safety and wellbeing	Provide your employee with information about health and safety in the workplace. Ensure they complete compliance training and undertake a workstation assessment.	
	Refer to the Health and Safety website: rmit.edu.au/healthandsafety	
12. Discuss privacy issues	All staff should be aware of RMIT privacy requirements. You may wish to schedule a meeting with the RMIT Privacy Officer, perhaps for a group of staff.	
	Refer to the Privacy webpage for more information. rmit.edu.au/privacy	
13. Discuss equal opportunity	RMIT has an equal opportunity policy and obligations to follow relevant legislation.	
	Provide your staff member with a brief overview of Equal Opportunity guidelines.	
	Refer to the Policies webpage for more information. rmit.edu.au/policies	
14. Discuss *ARG Service Standards and Helpful Hints*	This document is included in the induction pack and you may wish to discuss the contents with your employee over coming weeks.	

Post-induction follow-up checklist

As the manager, it is important for you to follow up with your employee to assess their progress after the induction period is complete. This is the time to finalise the new staff member's workplan, if you have not already done so.

You should meet with your employee one to two weeks after the induction period is complete and then monthly, until you feel confident with your employee's progress. Consider a less formal setting for these meetings, in a relaxed environment.

Consider the following:

— Were enough resources available for effective induction of your employee?
— Was the buddy or mentor adequate or suitable?
— Did you provide enough on-the-job training and resources?
— Were there any obstacles in the employee's socialisation?

Provide an opportunity for your employee to ask questions and voice any issues.

The overall induction process will improve by taking time to follow up with new employees.

Induction follow-up checklist

Step	Description	Check box
1. Schedule off-site follow-up meetings	Hold meetings to evaluate your employee's progress and determine further training needs.	☐
2. Finalise workplan	Finalise your employee's workplan. They should now have a good understanding of job requirements, key responsibilities and performance expectations.	☐
3. Conduct probation review	Set up probation review meetings and complete this process. If you have provided a well-constructed induction, the probation meetings will be simplified.	☐
4. Maintain regular contact	After signing off probation, maintain regular contact with the employee. Ensure that any issues are quickly resolved.	☐
5. Gather feedback on induction	Gather feedback from your employee on the induction process. Did you, as the inductor, miss providing any important information? Your employee will receive an email with a link, asking for feedback on their induction experience. The feedback gathered will be used to improve the induction process.	☐

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Essential staff website resources

The RMIT website is the best source for the information you need to do your job and shape your career.

Below is an overview of some of the key sections.

Ready Set Go

rmit.edu.au/staffinduction

Visit Human Resource's induction webpage for a personalised, structured series of activities designed to help you settle into RMIT and your new role.

About RMIT

rmit.edu.au/about

This webpage provides a high level view of the University including of the strategic plan, RMIT's governance and management, plus locations and facilities information such as campus maps.

Academic Registrar's Group

rmit.edu.au/academic-registrar

The ARG's designated web presence explains what we do and provides contact details for each branch and business unit, along with links to useful resources including the Frontline Bulletin for administrative news, and academic calendars.

Student administration (for staff)

rmit.edu.au/staff/studentadmin

If you need to know how to perform an administrative task, you can learn all about in this part of the web, which is managed by the ARG. Includes information on SAMS, course and program administration and information on key processes.

My employment

rmit.edu.au/staff/my-employment

Discover staff benefits, professional development opportunities and HR forms.

Policies and procedures

rmit.edu.au/policies

Learn the rules that govern our work and conduct.

Workplace essentials

rmit.edu.au/staff/workplace-essentials

Human Resources provides information on RMIT services, health and safety and more.

IT Services for staff

rmit.edu.au/staff/it

Get IT help and support including password assistance, information on Gmail and Google Apps, plus all your hardware, software and wireless needs.