Pre-Induction Checklist

Purpose
To outline the procedure and provide clear guidelines for the induction process of any new RMIT staff members.

Scope
All new RMIT staff members employed.

Related Documents
Always refer new staff members to Ready Set Go, a personalised, structured induction program, has been designed to provide important information about services available at the University, as well as outlining the policies and procedures relevant to all RMIT staff members.

All new staff are required to complete specified compliance education modules within their first month of employment. Continuing or fixed term staff are required to complete a refresher every two years to ensure knowledge remains current.

Additional Documentation

- ITS service forms
- Voicemail request form
- Code of Conduct
- Campus maps
- Telephony request form
- Benefits and services for staff
Welcome letter or email

Produce a “welcome” letter or email to the new staff member (be mindful of their preferred name which may be different than that provided on formal documentation). The letter should be clear about:

- start date
- location (include access map to building or campus)
- who will meet them on their first day
- what they need to bring on their first day (i.e. bank details, tax file number)
- contact persons details (including email, phone number)

If know, specify the desk number of the newly allocated workstation and a brief overview of what to anticipate on their first day. Also provide details of public transport locations in the area and accessibility. Other documents may also be supplied with the welcome email or as hard copies with the welcome letter (if the new staff member’s email address is unknown or not working):

- Campus maps
- Academic calendars
- Telephone list (for local area)
- Floor plan (if applicable)

Please note some of these documents will also be provided as part of the recruitment induction pack.

Employee Number (e number)

Secure new staff e number. The new staff member must sign the employment contract at Human Resources before a new staff number can be generated. Communicate the new e number to IT Services.

IT Helpdesk

Log call with IT Helpdesk (+61 3 9925 8888) and provide all available information about the new staff member (i.e. name, position title, location, extension number). Advise that relevant forms will be provided upon completion and approval.

Complete and submit relevant forms to ITS once management has given its approval. Please refer to the additional documents for to get copies of the forms. Remember to also specify required access to the shared drive for the new staff member.

Security access card

To ensure security access is organised promptly download the Security Card request form ready to be completed on the new staff members first day.

Health and Safety

Contact your senior health and safety advisor to organise an ergonomic assessment for the new staff member’s workstation.

Intranet contact details

Advise new staff member to amend their contact details on the intranet as required (e.g. phone number, job title, email etc). The Electronic Communications Amendment Form must be completed and submitted online. Inform staff that they will be required to log in using their e number and Novell password.
GroupWise
Ensure new staff member amends their contact details on GroupWise as required (e.g. phone number, job title, email etc). A request to the Helpdesk should be sent detailing the amendments required. The helpdesk will then update the staff personal details accordingly.

Employee Self Service (ESS)
Ensure new staff member fills in their personal information on ESS. Please note that emergency contact details MUST be provided by all staff members.

Ready Set Go
Request the new staff member visit Ready Set Go to complete online induction, including all compliance education modules. Also encourage that they participate in the induction programs Get Connected and the Campus Tour.

DevelopME
Suggest that the new staff member check DevelopME to review ITS training session (e.g. GroupWise, SAP) and other development opportunities available and consider these when they begin to develop their Performance Workplan.

MyPerformance MyCareer
Encourage new staff to review the MyPerformance MyCareer website to not only develop an understanding of RMIT’s performance management system, but also be aware of their accountabilities throughout the Performance Cycle.

Stationery
Ensure all necessary items of stationery that may be required are ordered and available.