

School of Biomedical Sciences
Induction Checklist – Academic Staff

Name:

PRIOR TO COMMENCEMENT:

Date: ___ / ___ / ___

Induction Officer:

ACTION	Completed
Create New Staff File	<input type="checkbox"/>
Obtain signed copy of letter of offer (provide copy to Finance)	<input type="checkbox"/>
Provide HOS welcome letter	<input type="checkbox"/>
Identify and appointment mentor	Mentor: _____ <input type="checkbox"/>
Notify Neville Barry, Donna Callaghan	<input type="checkbox"/>
Set up appointment with HOS or Supervisor	Date: ___ / ___ / ___ <input type="checkbox"/>
Organise log in/email account	<input type="checkbox"/>
Provide log in access for remote access	<input type="checkbox"/>
Purchase Computer (note OH&S requirements for laptops)	<input type="checkbox"/>
Log job with BITS for computer set up	<input type="checkbox"/>
Organise Telephone Number/Telephone	Phone No: _____ <input type="checkbox"/>
Update UQ Contacts web page/telephone	<input type="checkbox"/>
Advise Michelle Hall for updates to web and School directories	<input type="checkbox"/>
Organise Office/Lab Space & Furnishings (Neville/Marni)	<input type="checkbox"/>
Research Administrator to make contact re grant rounds at UQ & animal/human ethics	<input type="checkbox"/>
Contact Safety/Biosafety Manager RE: facility requirements ie. PC2	<input type="checkbox"/>
Confirm any requirements for temporary home accommodation	<input type="checkbox"/>
Prepare Induction Pack	<input type="checkbox"/>
FINANCE	
Update Budget Module	<input type="checkbox"/>
Confirm set up funds & secure payments from Faculty/DVC(R)	<input type="checkbox"/>
Confirm financing of relocation expenses/travel arrangements	<input type="checkbox"/>

COMMENCEMENT

HR Officer/Induction Officer:

ACTION	Completed
Provide employee with log in/email details	<input type="checkbox"/>
Provide employee with induction pack (include TEDI doc.)	<input type="checkbox"/>
Provide employee with HOS welcome letter	<input type="checkbox"/>
Ensure all starting documentation has been completed	<input type="checkbox"/>
Conduct UQ online induction	<input type="checkbox"/>
Arrange office keys	<input type="checkbox"/>
Ensure allocation to correct email groups (announce etc)	<input type="checkbox"/>
Forward probation checklist to supervisor (6 weeks prior to probation end) and ensure completion	<input type="checkbox"/>
Ensure HOS/SM email message to School welcoming new starter	<input type="checkbox"/>
Set up appointment with Research Administrator	Date: ___ / ___ / ___ <input type="checkbox"/>
Set up appointment with PostGrad Administrator	Date: ___ / ___ / ___ <input type="checkbox"/>
Set up appointment with Finance (iBuy Training, research accounts)	Date: ___ / ___ / ___ <input type="checkbox"/>
Set up appointment with Student Services Manager	Date: ___ / ___ / ___ <input type="checkbox"/>
Set up appointment with nominated mentor	Date: ___ / ___ / ___ <input type="checkbox"/>
Confirm time to attend OH&S Induction	Date: ___ / ___ / ___ <input type="checkbox"/>
Undertake UQ online OH&S Induction	Certificate of completion to Robyn Oram <input type="checkbox"/>
Take on tour of facilities	<input type="checkbox"/>
Photo & blurb for newsletter	<input type="checkbox"/>
Provide local information detail (as per prepared 'Local Information' checklist)	<input type="checkbox"/>

Induction Officer: _____ Date: ___/___/___

To be placed on employee's file