

**School of Biomedical Sciences**  
**Induction Checklist – General Staff**

Name: \_\_\_\_\_

PRIOR TO COMMENCEMENT:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Induction Officer: \_\_\_\_\_

ACTION	Completed
Create New Staff File	<input type="checkbox"/>
Obtain signed copy of Letter of Offer	<input type="checkbox"/>
Identify and appoint mentor	Mentor: _____ <input type="checkbox"/>
Set up appointment with HOS or Supervisor	Date: ____ / ____ / ____ <input type="checkbox"/>
Organise log in/email account	<input type="checkbox"/>
Access/Purchase Computer	<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 (Neville/Marni)	<input type="checkbox"/>
Organise Office Furnishings	<input type="checkbox"/>
Prepare Induction Pack	<input type="checkbox"/>
<b>FINANCE</b>	
Update Budget Module	<input type="checkbox"/>
<b>COMMENCEMENT</b>	
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"/>

Photo & blurb for newsletter		<input type="checkbox"/>
Ensure HOS/SM email message to School welcoming new starter		<input type="checkbox"/>
Set up appointment with Finance (iBuy Training, research accounts)	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"/>
Introduce to School Manager		<input type="checkbox"/>
Take on tour of facilities		<input type="checkbox"/>
Provide local information detail (as per prepared 'Local Information' checklist)		<input type="checkbox"/>
Forward probation checklist to supervisor (6 weeks prior to probation end) and ensure completion		<input type="checkbox"/>

Induction Officer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**To be placed on employee's file**