

School of Biomedical Sciences
Induction Checklist – Research 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"/>
Organise log in/email account	<input type="checkbox"/>
Organise Telephone/Number	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"/>
Prepare Induction Pack	<input type="checkbox"/>
FINANCE	
Update Salary Commitment	<input type="checkbox"/>
Notification to Supervisor re: budget/leave/severance	<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"/>
Set up appointment with Finance (iBuy Training, research accounts)	Date: ___ / ___ / ___ <input type="checkbox"/>
Introduce to School Manager	<input type="checkbox"/>
Confirm time to attend OH&S Induction	Date: ___ / ___ / ___ <input type="checkbox"/>

Undertake online UQ OH&S Induction	Certificate of completion to Robyn Oram	<input type="checkbox"/>
Take on tour of facilities		<input type="checkbox"/>
Photo		<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