

## APPENDIX B. INDUCTION CHECKLIST

This checklist provides guidance relating to general aspects of induction for employees new to the Department and current employees moving to a new position or worksite or returning from an extended period of leave. Additional induction activities may need to be included, depending on the workplace context or position.

In relation to an existing employee undertaking a new role, principals and line managers should ensure employees undertake relevant professional learning and/or training related to their new responsibilities.

### PRIOR TO COMMENCEMENT

- Confirm employee has received the Letter of Offer. A signed copy is required for their personnel file.
- Ensure all pre-employment requirements (staff only) related to the position have been met; e.g. criminal screening, working with children check, teacher registration, work visa.
- Ensure physical workspace equipment and work resources are organised upon employee commencement. Confirm any special requirements the employee may have; e.g. ergonomic equipment.
- Assign a buddy to support the new employee with worksite induction.
- Prepare all relevant induction resources required for the employee upon commencement; e.g. school plan, contacts list, links to online induction programs and policies etc.
- Ensure the employee is informed of where, when and who to report to on their first day. Include parking and/or public transport arrangements available to the employee.

### UPON COMMENCEMENT

#### ***Administrative***

- Ensure the relevant employment forms are completed and submitted. E.g. Employee Details Form, commencement or movement advice, superannuation choice form. For further information contact payroll services support (staff only).
- Ensure forms for system access are completed and forwarded to the appropriate work area; e.g. Network Access, TRIM/HPRMS, HRMIS, ORACLE, purchasing cards, locally used systems.

#### ***Work Environment and Support***

- Familiarise the employee with building(s), school grounds, classroom, work area, emergency exits, work hours, dress code etc.
- Introduce employee to colleagues.
- Provide employee with a list/access to key contacts and online resources:
  - First Aid Officer
  - Fire Warden
  - Occupational Safety and Health representative
  - Human Resources contact
  - Payroll contact
  - ICT Customer Service Centre (helpdesk, staff only)
  - Financial Services Support (staff only)
  - Employee Assistance Program (staff only)

- Leadership Institute (staff only)
- Equal Opportunity Contact Officers (staff only)

### **Key Documents and Resources**

- Ensure the employee is provided with School/Directorate strategic/operational plans; and other key Department documents such as the *Strategic Plan for WA Public Schools; Focus: Directions for schools; Aboriginal Cultural Standards Framework (staff only)*
- Provide employee with information related to completing online and other mandatory induction programs/training.
- Principals and line managers should encourage employees to complete the:
  - Online Workforce Induction (professional learning section of Ikon, staff only);
  - Aboriginal Education Professional Learning (staff only); and
  - Australian Institute for Teaching and School Leadership's Graduate to Proficient: Australian Guidelines for teacher induction into the profession (for teachers).
- Outline communication protocols; e.g. internet usage, email protocols, style guides, communication with superordinates.

### **AT THE END OF FIRST WEEK**

- Meet with the employee to follow up on induction actions and seek feedback about their first week.
- Provide the employee with access to Department policies and procedures; e.g. Employee Performance Policy and Procedures, Code of Conduct and Standards, Leave Management Policy and Procedures. Refer to the Policies website.
- Confirm the employee is familiar with:
  - key systems and processes related to their role and work context; and
  - school/workplace operations; e.g. staff meetings, access to professional learning.

### **BY THE END OF FIRST MONTH**

- Verify attendance and participation in all planned induction activities that have occurred or are continuing and document progress.

### **BY THE END OF FIRST THREE MONTHS**

- Ensure all mandatory and other induction and training requirements have been undertaken, unless otherwise stipulated in the relevant employment award and/or agreement (staff only).
- Discuss and document the employee's performance plan.
- Ensure a record of the employee's completion of induction requirements is retained.