



Welcome to Swinburne University of Technology!

To assist you become familiar with Swinburne University we have put together this induction checklist for you to complete over the first 2 weeks of your employment. The list will provide you with a host of practical and useful information pertaining to the University, your employment and will also assist you in locating any applicable resources you may require. In completing this checklist please ask your Manager for assistance and visit the Swinburne University's On-line Induction Program. For further information or if you have any questions please see the web sites as provided, ask your Manager or contact a member of your dedicated HR team.

Name: _____ Commencement Date: _____

Position: _____

Department: _____

Manager: _____ Location: _____

To assist you complete this checklist please visit Swinburne University's On-line Induction Program:

<http://www.swinburne.edu.au/corporate/hr/induction/>

Please tick

General Swinburne University Information:

- I have received a staff ID card and a computer log on and e-mail address (if applicable)
- I have read and understand Swinburne University's Code of Conduct
<http://ppd.swin.edu.au/humres/CodeOfConduct.htm>
- I understand which applicable EBA or Award that governs the terms and conditions of my employment
http://www.swin.edu.au/corporate/hr/sc_home.htm
- I have been shown where to find the Swinburne policy and procedure database
<http://www.swinburne.edu.au/corporate/registrar/ppd/>
- I have read and understand the Swinburne Conflict of Interest policy, and how it may relate to my employment
<http://ppd.swinburne.edu.au/stareg/ConflictOfInterest.htm>
- My position involves the promotion and/or delivery of courses to international students. I have read and understood the relevant sections of the *ESOS Compliance Guide for Staff* and understand how it may relates to my responsibilities
<http://www.international.swinburne.edu.au/esos/> (Opax username and password required. Contact ITS helpdesk x5000 if not known).
- I have been shown how to access the organisational charts that explain the management structure of Swinburne
http://www.swin.edu.au/corporate/hr/f_orgchts.htm
- I have been shown the Swinburne University GroupWise e-mail system, including how to look up e-mail addresses, telephone extensions and locations <http://www.swin.edu.au/directory>
- I have been shown how to use the GroupWise diary system
- I understand the Swinburne University of Technology Copyright policy <http://www.swin.edu.au/copyright>
- I have been shown where the Library is, and how to access its on-line services
http://www.swin.edu.au/lib/info/library_services_for_staff.htm

- I have been shown how to access/join the Swinburne University Staff Club <http://www.swin.edu.au/ims/staffclub/>
- I have been made aware of the University's Statement of Direction <http://www.swinburne.edu.au/corporate/spq/>
- I have been shown where to access Swinburne corporate style guides <http://www.swin.edu.au/ims/style/>
- I have enrolled in the Swinburne Welcome Program via EWSS <http://www.swin.edu.au/corporate/development/>

Department / Unit:

- I have been introduced to all the staff in my work area
- The organisational structure of the department has been explained
- The relationship between my department and others has been explained
- I have been shown around the office, including where to find individual offices, filing cabinets, stationery, toilets and storage areas
- I have been shown how rosters work, expected start and finish times, location of timesheets (if applicable)
- I have been shown how to use the Employee Web Self Service http://www.swin.edu.au/corporate/hr/ewss_home.htm
- I have been shown how to apply for leave
- EWSS notification process has been explained
- My manager has explained my position description to me
- My manager and I have made a time in the next 4 weeks to establish my targets/objectives (probation requirement)
- I have had the Performance Management system and process explained to me
http://www.swinburne.edu.au/corporate/hr/perf_dev.htm
- I have been shown where to park whilst at my place of employment
<http://www.swinburne.edu.au/orientation/transport.html>
- Any keys/access required has been given to me
- The petty cash process and reimbursement procedure has been explained to me
- I been shown how to use the photocopier and how to organise printing requirements

OHS Information:

- I have been shown where to find Swinburne OH&S information <http://www.swinburne.edu.au/corporate/hr/ohs/>
- The Swinburne policy on OH&S has been explained http://www.swinburne.edu.au/corporate/hr/ohs/ohs_policy.htm
- The Swinburne policy and procedure on incident / hazard reporting has been explained
http://www.swinburne.edu.au/corporate/hr/ohs/ohs_incident.htm
- The Swinburne policy on No Smoking has been explained <http://ppd.swin.edu.au/humres/NoSmoking.htm>
- I know who to contact in case of an emergency <http://www.swinburne.edu.au/corporate/emergency/index.html>
- I have had read and understand what to do in an emergency as described in the emergency management safety information <http://www.swinburne.edu.au/corporate/emergency/safety.htm>
- The evacuation procedures have been explained <http://www.swinburne.edu.au/corporate/emergency/evac.htm>
- I know who my Area Emergency Warden is and where the nearest first aid kit is located
<http://www.swinburne.edu.au/corporate/emergency/wardens.htm>
- I know where the nearest emergency exit to my work station is located
- I know where the security office is located, and how to access the buildings after hours
- I have been shown the correct techniques that apply to relevant physical work practices
- The specific hazards of my work environment have been explained to me
- Any applicable protective clothing has been provided and its correct use has been explained/demonstrated
- I have been advised who the Health & Safety Representative is for the work area and their contact details.

- I worked through the 'Setting up your workstation guide'
http://www.swinburne.edu.au/corporate/hr/ohs/ohs_ergonomics.htm
- I have completed and attached the 'Workstation Checklist'
http://www.swinburne.edu.au/corporate/hr/ohs/docs/workstation_check_list.pdf

Equity and Diversity:

- I have been shown how to access the policies relating to Equity and Diversity including Anti Discrimination, Sexual Harassment, Bullying and Violence and Whistleblowers Protection
<http://www.swinburne.edu.au/corporate/hr/equity/policies/policies.htm>
- I have been shown where to access the equity web page <http://www.swinburne.edu.au/corporate/hr/equity/>
- I know what my options are if I feel discriminated against, harassed, bullied, sexually harassed, victimised or vilified at Swinburne http://www.swinburne.edu.au/corporate/hr/equity/what_are_my_options/getadvice.htm
- I know how to contact a Discrimination and Harassment advisor
http://www.swinburne.edu.au/corporate/hr/equity/who_to_speak_to/advisors.htm
- I have enrolled in Equal Employment Opportunity training (please contact the EEO HR Consultant – details below)

Information / Privacy:

- I have read and understand the University's privacy policy <http://ppd.swinburne.edu.au/humres/Privacy.htm>
- I have read and understand the University's employee records policy
<http://ppd.swinburne.edu.au/humres/EmployeeRecords.htm>

Academic / TAFE Teacher Information (if applicable):

- I understand the appropriate student assessment process
- I have been shown the student attendance requirements, including distribution and completion of registers (TAFE Teachers only).
- I know where to refer students who need to improve English language skills, academic skills or study skills
- I understand what is expected from students in relation to staff etiquette
- I have been shown how to book IT services/hardware, vehicles and rooms that are applicable
- The communication process for the area has been explained (including attendance at meetings)
- My manager has explained the student evaluation process to me
- I have received a copy of the relevant term/semester dates
<http://www.swinburne.edu.au/corporate/registrar/calendar.htm>

Sustainability Information:

- I have been shown The National Centre for Sustainability website <http://www.swinburne.edu.au/ncs/>
- I understand what is expected of me in maintaining a sustainable environment at Swinburne

Contacts for further information:

OH&S information please contact an OH&S Consultant:
http://www.swinburne.edu.au/corporate/hr/ohs/ohs_contacts_ohs.htm

Equity and Diversity information please contact the EEO HR Consultant:
<http://www.swinburne.edu.au/corporate/hr/hrcontacts/>

General HR questions please contact your relevant HR Coordinator or Consultant:
<http://www.swinburne.edu.au/corporate/hr/hrcontacts/> (reception 9214 4616)

Information Technology please contact the ITS Helpdesk:
<http://www.its.swinburne.edu.au/> (ITS Helpdesk 9214 5000)

**Please sign and return this form to Human Resources within two weeks of your commencement at Swinburne:
Human Resources - Internal Mail H14
Hawthorn Campus**

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Please retain a copy of this checklist for your own records and as a reference guide

Employee Privacy: Information in this form is collected for the purpose of facilitating the induction process. All Employee Records are collected, used, and disposed in accordance with the University Employee Records Policy.