# Faculty of Science Induction Checklist – Casual staff only

|  |
| --- |
| Charles Sturt University is committed to provide a planned and structured induction program and to ensure every reasonable effort has been made for new staff to understand their rights and obligations under the law and University policies.The tasks and activities in this Checklist should be completed within the first week of employment.The checklist should be completed by the Supervisor (or Delegate) in consultation with the new staff member and saved to the share drive for access by HR if required. |

**Staff member name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff number:** |  | **Commencement date:** |  |

|  |
| --- |
| **ESSENTIAL INDUCTION FOR STAFF**All employees are expected to read and discuss the Code of Conduct:<https://www.csu.edu.au/adminman/hum/CodeofConduct.doc>All employees have an obligation to comply with all the University’s workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace:<https://www.csu.edu.au/division/hr/starting-at-university/induction-docs/elmo>All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace:<https://www.csu.edu.au/division/hr/starting-at-university/induction-docs/eeo-online>All employees are required to comply with all Charles Sturt University policies. All employees are to ensure the creation and maintenance of full and accurate records of official University business which adheres to the University’s Records Management Policies:<http://www.csu.edu.au/adminman/tec/policy-records-management-policy-v2.pdf> |

|  |
| --- |
| **WITHIN SIX (6) WEEKS** |

Complete the HR Induction (ELMO courses), read the Conditions of Employment and discuss the terms of probation.

You have had the opportunity to discuss and clarify your understanding of the role with your Supervisor and if applicable set objectives aligned to your role.

All continuing and fixed-term employees are eligible for a CSU Card. To obtain a card, staff located at Albury-Wodonga, Bathurst, Orange and Wagga Wagga should email staffcard@csu.edu.au. Employees located at other sites can request a CSU Card by completing the CSU Card Application for Staff Members: <http://www.csu.edu.au/__data/assets/pdf_file/0006/149667/CSU-Card.pdf>

|  |
| --- |
| **CSU POLICIES AND PROCEDURES** |

**The following policies and procedures have been located and reviewed (and discussed with Supervisor if further clarification required)**

The Charles Sturt University Policies and Procedures can be found in the CSU Policy Library at:
<http://www.csu.edu.au/about/policy>

**General responsibilities of CSU staff**

Web Kiosk: <https://webkiosk.csu.edu.au/wss-v12/faces/app/WJ0000.jspx>

Enterprise Bargaining Agreement: <http://www.csu.edu.au/__data/assets/pdf_file/0008/149831/enterprise-agreement.pdf>

|  |
| --- |
| **COMMUNICATION AND ACCESS - POLICIES AND PROCEDURES** |

**Communication and access** **policies and procedures have been located and reviewed (and discussed with Supervisor if further clarification required)**

IT Induction: [http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff](%20http%3A/www.csu.edu.au/division/dit/services/service-catalogue/for-staff%20)/help-and-support

Communication Policy: <https://policy.csu.edu.au/view.current.php?id=00017>

What’s New: <http://www.csu.edu.au/staff-links>

staff.csu: <http://www.csu.edu.au/staff-links>

Yammer: <https://www.yammer.com/csu.edu.au/>

|  |
| --- |
| **PROFESSIONAL DEVELOPMENT - POLICIES AND PROCEDURES** |

**Professional Development policies and procedures have been located and reviewed (and discussed with Supervisor if further clarification required)**

Professional Development: <http://www.csu.edu.au/division/hr/career-devel/professional-devel>

|  |
| --- |
| **ACADEMIC STAFF – CONTINUING/CASUAL STAFF** |

**For academic (continuing/casual) staff members to locate and review (and discuss with Supervisor if further clarification required)**

The CSU Academic Policy: [http://www.csu.edu.au/acad\_sec/principal-dates/index.htm](http://www.csu.edu.au/acad_sec/principal-dates/index.htm%20)

The HR website: <http://www.csu.edu.au/division/hr>

IT Staff services at CSU: <http://csu.edu.au/division/dit/services/service-catalogue/for-staff/>

Outside Professional Activity:
<https://policy.csu.edu.au/view.current.php?id=00248>

Academic Literacy, Learning and Number Team: <https://www.csu.edu.au/office-for-students/our-teams/academic/ALLaN>

Supervisor has explained academic protocols including the role of Interact2 (<http://www.csu.edu.au/division/landt/interact/>), Mandatory Subject Information in the Subject Outline, Assessment and Moderation, Courses and Assessment Committees

Office for Students – Academic Success Teams
[https://www.csu.edu.au/office-for-students/our-teams/academic](https://www.csu.edu.au/office-for-students/our-teams/academic%20)

Travel Policy: <https://policy.csu.edu.au/view.current.php?id=00178>

|  |
| --- |
| **LABORATORY STAFF - AND ACADEMIC STAFF WORKING IN A LABORATORY/FIELD SITES/CLINIC** |

**For laboratory (and academic staff who will work in a laboratory/field sites/clinic) to locate and review (and discuss with Supervisor if further clarification required)**

Faculty of Science Technical Service Centre: <http://www.csu.edu.au/faculty/science/technical>

Faculty of Science Induction Procedure:
[http://www.csu.edu.au/faculty/science/technical/procedures-forms](http://www.csu.edu.au/faculty/science/technical/procedures-forms%20)

Faculty of Science Induction Forms (for the Faculty and for Contractors):
 [http://www.csu.edu.au/faculty/science/technical/procedures-forms](http://www.csu.edu.au/faculty/science/technical/procedures-forms%20)

Faculty of Science Technical and Laboratory Forms:
<http://www.csu.edu.au/faculty/science/technical/procedures-forms>

Facility Induction

Student Spaces Induction Form:
<http://www.csu.edu.au/__data/assets/pdf_file/0007/269449/laboratories-and-specialist-teaching-spaces-student-induction-form.pdf>

|  |
| --- |
| **ON COMPLETION OF ALL TASKS AND ACTIVITIES** |

When all the above tasks and activities have been successfully undertaken, the staff member and Supervisor are both required to sign the Induction Checklist. The checklist should be stored in a dedicated “Induction Checklist” file on the school share drive by the Supervisor. This file may be accessed by the Executive Dean, Head of School, Facilities Manager, School Office Manager, and Faculty of Science Human Resources officer. **In addition, staff should save a copy for their own records**.

|  |
| --- |
| **STAFF MEMBER** |

I have located and reviewed (and where appropriate sought further clarification), all the induction components required of me. I have completed the induction procedures and training applicable to my appointment and have complied with all the requirements of my Offer of Employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature:** |  | **help-icon** | **Date:** |  |

Please have the induction procedures completed for your first probation meeting, if applicable, or within 6 months.

|  |
| --- |
| **SUPERVISOR (OR DELEGATE)** |

I certify that the above mentioned staff member has located and reviewed (and where appropriate sought further clarification), all the induction components in the checklist and has completed all compulsory training.

**Signature of Supervisor (or Delegate): **

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Position:** |  |