

Employee Induction and Onboarding Procedure



1 Purpose

To ensure all Employees are provided with key Information on working at the University including Policies, Procedures, compliance requirements and legislation associated with their employment through an appropriate Induction and Onboarding program.

2 Scope

This Procedure is applicable to all Employees.

Exclusions: Employees engaged as exam Supervisors, dissertation markers and teaching practicum Supervisors (prac teachers) are excluded from the requirement to complete the mandatory corporate online Induction program.

3 Procedure Overview

This Procedure details the Induction and Onboarding requirements at the University, both at the corporate and work area level.

4 Procedures

Employees newly appointed to the University are required to participate in an Induction and Onboarding program to assist them to adjust to their new responsibilities and work environment, and integrate them into the University brand, values, culture and benefits.

The Induction and Onboarding program will be conducted over the Employee's initial period of employment, with mandatory compliance training requirements to be refreshed annually thereafter.

4.1 Advice to new Employees and Supervisors

Human Resources will inform Employees of the requirement to participate in Induction and Onboarding programs upon commencement. Appropriate access and documentation will be provided to the Employee in order to have this completed in a timely manner.

Induction and Onboarding guidelines are available for Supervisors regarding the importance of the Induction and Onboarding process.

4.2 Induction and Onboarding programs

Employees will normally participate in both a corporate Induction program and a local or work area specific Onboarding or orientation program.

All Employees are required to be active participants throughout their Induction and Onboarding program. This includes seeking additional Information, assistance and clarification if required.

4.2.1 Corporate Induction and Onboarding

Employees are required to participate in the University's mandatory corporate online Induction program within their first week of employment.

This mandatory program consists of a series of online learning modules addressing workplace health and safety, fire and emergency management, equity and diversity, and compliance related topics. The total time commitment for the online mandatory program is approximately two hours.

In addition to the mandatory online modules, optional face to face corporate Induction and networking forums will be conducted at regular intervals each year which Employees are strongly encouraged to attend.

A number of other recommended Induction and Onboarding programs, online or otherwise, may also apply for identified groups of Employees. Employees will be advised of these recommended programs by their Supervisor.

4.2.2 Work area Induction and Onboarding

In addition to the corporate Induction and Onboarding program, an Employee may also participate in a specific work area training, Onboarding and orientation program, normally conducted by their Supervisor.

This program will cover issues specific to the work area and may vary depending on the location and the Employee's role within the work area and University. Guidelines and checklists are available from Human Resources to assist with this program.

4.2.2.1 Workplace health and safety requirements

All Employees must be appropriately trained and briefed by their Supervisor on workplace health and safety requirements and any additional specific training for their job before commencing work. For most Employees, this means they must attend an onsite site-specific workplace health and safety Induction on their first day of employment, in addition to completing the mandatory corporate online safety Induction module. The onsite Induction must include all appropriate job specific training that the Employee may require. Examples include manual handling training for employment which involves lifting or training in emergency Procedures for Employees working in a different building. Supervisors are encouraged to contact the University Safety team for clarification of the training which may be required.

In instances where the online safety Induction module may not be expedient or appropriate, Supervisors can arrange an equivalent safety Induction, for example a group face to face briefing by an appropriate person covering all the required topics or provision of an Induction booklet . Appropriate records must be kept of the training provided and the names of all attendees.

4.3 Record of Induction

A record must be kept of all Induction training, including the online corporate Induction program and any relevant recommended Inductions. Completion Information will be stored in the Employee's training record in the appropriate system and monitored through the University's annual performance review process.

4.4 Annual refresher

Employees are required to refresh their mandatory compliance training requirements annually through completion of the online corporate Induction modules each year. Completion is monitored through the University's annual performance review process.

5 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate or nominee	Ensure completion of all mandatory corporate Inductions, and work unit Inductions.

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)

Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	University of Southern Queensland Act 1998 USQ Enterprise Agreement Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld)
Related Policies	Code of Conduct Policy Performance, Development and Recognition Policy Work Health and Safety Policy
Related Procedures	
Related forms, publications and websites	Human Resources Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Information</p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful</p>

purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

[Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[USQ Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2018-2021.

Definitions that relate to this procedure only

Induction

Is a process whereby an Employee is provided with access to appropriate Information and support required to operate effectively in their appointed position. It is typically conducted over the first few weeks of an Employee's commencement and provides key Information related to employment, workplace health and safety, fire and emergency management, equity and diversity, and compliance related topics.

Onboarding

Encompasses the complete range of tasks and requirements involved with acclimating and engaging a new Employee in the organisation - its goal is to accommodate, assimilate and accelerate new team members into their roles at the University. It is a continuous process, both corporately and in the work area, that may extend for weeks or months until the Employee has been successfully integrated into the workplace and is achieving an acceptable level of productivity.

Supervisor

	Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
Keywords	Induction, onboarding, new Employee, orientation
Record No	13/311PL