



University Staff Induction Program

<p>Appointment Finalisation</p> <p>Ongoing and Fixed Term Staff (appointed through competitive recruitment) Finalise any matters relating to your appointment with your Human Resource Officer.</p> <p>Casual and Fixed Term Staff (not appointed through competitive recruitment) Finalise any matters relating to your appointment with your supervisor or Faculty/School Executive Officer.</p>	<p>Day 1</p>
<p>Workplace Induction</p> <p>Your supervisor is directly responsible for a planned and structured workplace induction which should be tailored to suit your needs, taking into account your experience, previous knowledge of the University and the requirements of your position.</p>	<p>Day 1</p>
<p>Induction Briefings</p> <ul style="list-style-type: none"> • Register through your Human Resource Officer in Human Resource Services, and attend a <i>University Staff Induction Briefing</i> (incorporating the <i>Health and Safety at the University of Newcastle Induction Briefing</i>) • Register through HRonline and attend a <i>Performance Development Framework Briefing</i> • Register through HRonline and attend a <i>Code of Conduct and GIPA/ Policy Framework Briefing</i> 	<p>Within 2 weeks</p> <p>Within 2 months</p> <p>Within 2 months</p>
<p>EOnline</p> <p>Complete the EOnline self-paced learning workshop. It was developed by a consortium of four NSW universities (University of Wollongong, University of Technology Sydney, University of Newcastle and Charles Sturt University).</p>	<p>Within 3 weeks</p>
<p>Introduction to Senior Staff of the University</p> <p>You will be invited by Human Resource Services to attend one of these sessions.</p>	<p>Within 4 months</p>