Welcome to the School of Mechanical and Mining Engineering within the Faculty of Engineering, Architecture and Information Technology (EAIT) at the University of Queensland. We hope your employment with the University is challenging and rewarding. To assist you with your welcome and induction, the following has been produced.

David J Mee  
Head of School

Kim Lamb  
School Manager

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Number</td>
<td>Title (Prof, Dr, Mr, Ms, etc)</td>
</tr>
<tr>
<td>Position</td>
<td>Qualifications</td>
</tr>
<tr>
<td>Unit</td>
<td>Commencement date</td>
</tr>
<tr>
<td>Username</td>
<td>Staff email</td>
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</tbody>
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Prior to commencement

<table>
<thead>
<tr>
<th>Task (responsible officer)</th>
<th>Action</th>
<th>Date completed</th>
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</table>
| HR staff (Faculty) | • Confirm if any research grants, long service leave, etc will transfer to UQ and assist with transfer if required.  
• For internal transfers, check carry over recreation leave, long service leave and advise School Manager if the staff member is approaching any limits.  
• Ensure all required documentation is in the School's staff file and Records and Archives Management Services. | |
| Finance staff | • Update budget module.  
• Confirm set up funds (if applicable).  
• Confirm other expenses (e.g. relocation, travel, etc). | |
| Office/Desk space (Facilities & Infrastructure) | • Ensure office space is ready including furniture, computer and telephone.  
• For new phone, complete Telephone Works Request form. | |
| Organise training as required (Supervisor) | • Create a list of training the staff member will be required to complete (e.g. Staff Development courses) | |

First Day

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<tr>
<th>Task (Responsible Officer)</th>
<th>Action</th>
<th>Date completed</th>
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</table>
☐ Request creation of EAIT IT account ([https://internal.eait.uq.edu.au/accounts/request.wphp](https://internal.eait.uq.edu.au/accounts/request.wphp))  
☐ Provide employee with log in/email/phone details  
☐ Provide RISQ to staff member to facilitate obtaining staff card ([HUPP 5.30.12](HUPP 5.30.12))  
☐ Verify qualifications.  
☐ Organise business cards (if eligible).  
☐ Library access for visitors (if required)  
☐ Update relevant websites (e.g. ‘our people’)  
☐ Explain myAurion, pay cycle and Timesheets (include information on standard hours, VBT, Flex, and ensure staff member is aware of which type they are on) and requirement to submit each fortnight.  
☐ Explain IT and personal telephone call policies | |

1 Note that an email account will automatically be generated once the staff member is in Aurion and completes the compulsory online induction.
### Computer/IT (IT staff)
- Arrange for IT support ([helpdesk@eait.uq.edu.au](mailto:helpdesk@eait.uq.edu.au)) to configure computer, update email group/s, etc.
- Log job with IT staff to organise computer purchase and/or configuration and ensure all relevant forms are completed ([helpdesk@eait.uq.edu.au](mailto:helpdesk@eait.uq.edu.au)).
- Add to appropriate mailing lists

### Staff Member
- Complete online training modules:
  - Annual Fire Safety
  - Privacy at UQ
  - [www.elearn.uq.edu.au](http://www.elearn.uq.edu.au) (click on Blackboard Login)
  - Employee General Safety Induction
  - Laboratory Safety
  - Compressed Gases
  - Field Safety
  - Hand Tool Safety
  
  These online training modules take approximately 30 minutes each to complete and at the end of each module you will be issued a certificate and your competency will be recorded. The certificates should be printed and presented to the School HR Officer before you undertake the Building Induction.
- Once you have completed the online inductions, email [facilities@eait.uq.edu.au](mailto:facilities@eait.uq.edu.au) will arrange your building specific induction with the Building Manager.
- Register for Staff Development courses (Please note that you may need to complete training before being given access to SI-net/mySI-net (Student System); UniFi (Finance System); Business Objects/Reportal) [http://www.uq.edu.au/staffdevelopment/](http://www.uq.edu.au/staffdevelopment/)

### Within the First Week

<table>
<thead>
<tr>
<th>Task (Responsible Officer)</th>
<th>Action</th>
<th>Date completed</th>
</tr>
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<tbody>
<tr>
<td><strong>HR requirements (Staff member)</strong></td>
<td><strong>Staff member to provide required documents (e.g. signed letter of offer, bank account, tax declaration, qualifications, etc) to HR staff.</strong>&lt;br&gt;<strong>Complete Unisuper membership application form, in Unisuper booklet, and take to Employee Benefits section, level 4 JD Story building (tel. 3365 2993).</strong>&lt;br&gt;<strong>Obtain staff card (Social Sciences &amp; Humanities Library, Level 2, Duhig Building).</strong>&lt;br&gt;<strong>Undertake local OH&amp;S training.</strong>&lt;br&gt;<strong>Set up voice mail (call forward if busy/no answer)</strong>&lt;br&gt;<strong>Sign permission forms to drive University vehicles (if required)</strong>&lt;br&gt;<strong>Sign permission forms to borrow University equipment (e.g. laptops)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor and Staff Member</strong></td>
<td><strong>Organise mentor in consultation with supervisor</strong>&lt;br&gt;<strong>Complete the New Worker OH&amp;S Induction Checklist (<a href="http://www.uq.edu.au/ohs/pdfs/OHS-NewWorkerInduction.pdf">http://www.uq.edu.au/ohs/pdfs/OHS-NewWorkerInduction.pdf</a>)</strong>&lt;br&gt;<strong>Tour around general offices and University (include Libraries, cafes, bookstore, UQ Union, banks, ATM, etc)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Review (Supervisor)</strong></td>
<td><strong>Schedule appointment to set objectives (as required by General Staff Recognition and Development, Academic Staff)</strong>&lt;br&gt;<strong>Perform local induction</strong>&lt;br&gt;<strong>Introduce staff member (refer to template) and provide a tour of facilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Building Warden (Supervisor)</strong></td>
<td><strong>Arrange for security code to office, if required.</strong>&lt;br&gt;<strong>Organise keys and update key register</strong></td>
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<tr>
<td><strong>Local induction (Supervisor)</strong></td>
<td><strong>Ordering and purchasing</strong>&lt;br&gt;<strong>Authorisation to drive a UQ vehicle (if required)</strong>&lt;br&gt;<strong>Uniforms if required</strong></td>
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As part of the induction process, the staff member is required to read/review the relevant policies on the UQ Policy and Procedures Library (http://ppl.app.uq.edu.au/) which includes the following. While key policies are listed, staff should be aware of all policies.

Note that Ethical Conduct in the Workplace, Administrative Accountability, Equity and Diversity, Workplace Health & Safety apply to all staff.

<table>
<thead>
<tr>
<th>Section</th>
<th>Key policies</th>
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| 1.50 Ethical Conduct in the Workplace | Code of Conduct  
Outside Work and Business Interests |
| 1.6 Administrative Accountability | Privacy Management  
Right to Information  
Complaints Management |
| 1.7 Equity and Diversity | Discrimination and Harassment |
| 2. Workplace Health & Safety | |
| 3. Teaching & Learning | Program Management  
Curricula and Assessment |
| 4. Research and Postgraduate Studies | Research Management and Administration  
Research Conduct and Integrity |
| 5. Human Resources | Leave  
Career Development, Increments and Staff Recognition |
| 6. Information Technology | Acceptable Use of ICT Resources |
Insurance |

**Confirmation**

When all the above information has been discussed and understood, the staff member and supervisor sign the form below. The original of this document is to be retained in the School's files and a copy passed to the new staff member.

**Staff member:**
I have been briefed and understand all the points shown above, have undertaken or booked for all required training and have received a copy of this form.

__________________________  ____/____/____
Signature of Staff Member  Date

**Supervisor:**
I certify that the above mentioned staff member has been briefed and has been provided with opportunity to undertake all relevant training.

__________________________  ____/____/____
Signature of Supervisor  Date

Printed Name _____________________  Position ________________