Induction guideline

RMIT University is a public University and stands on Aboriginal Country of the Kulin Nation. RMIT recognises and acknowledges the laws of Bundjil, the Kulin Nation's ancestral creator, who travels as an eagle hawk. These laws help all RMIT staff to respectfully work, live and study on Aboriginal country.

Purpose

This guideline sets out the University's commitment to welcoming new staff members and support the successful induction of new staff members, ensuring that they:

- feel valued, safe and confident in their new workplace and feel that they are able to contribute fully to RMIT
- are inducted effectively into the local area and understand their role, responsibilities and what is expected of them to achieve during their probationary period
- understand the University's strategy, culture, values and organisational structure
- have satisfactorily completed the compliance education modules, understand their obligations, and are committed to Equal Opportunity and Health and Safety in the workplace
- are aware of key policies, procedures and resources

Scope

All continuing, fixed term and casual staff members of RMIT University.

Exclusions

No exclusions.

Guideline

1. Manager Responsibilities

The Induction Guideline is designed to support a successful probation period. Probation periods are set in line with the RMIT University enterprise agreements and will be coordinated with guidance from the People Team in line with the classification and responsibilities of the role.

1.1 Before start date

Confirmation	The Talent Acquisition team will be in touch with your newest team member to ensure that the contract of employment is signed and all necessary information has been collected. As the manager, you will be informed of their start date.
Let your team know	Using the preferred communication channel in your team and department, let the immediate and wider teams know that there will soon be someone new joining the team. You can provide brief details of their background and experience, the role they'll be taking on, their start date and where they'll be sitting.

Reach out to your newest team member	Make contact with your new team member to ensure they know we're looking after them and confirm the arrangements for their first day, including: • Their work location, including a space on campus or their remote arrangement • The preferred start time • Any relevant information about the team or university that can be shared ahead of time See the Day 1-30 Guide for Managers with New Employees for more information on getting in touch with your new team member.
Prepare a personalised local induction program	Local inductions are the 'who, what, where, when and how' of the new working environment. This includes the School or department, the immediate team and their own role. Personalised induction programs are also a great way to factor in other equally valuable activities beside meetings. This can include completing compliance modules as well as time reading and reflecting.
Set up meetings with key contacts	New team members will always appreciate a meet and greet with you and the whole team as it is a valuable way of starting to build relationships and help answer any questions. Remember that as the manager, you play the most important role to your new team member because it is up to you to connect them to the RMIT community. We suggest, at the very least, your new team member meet with: • Peers/colleagues (one-on-one where appropriate) • Direct reports (if applicable) • Key contacts and stakeholders from other departments or Schools Consider opportunities for them to go along to meetings with you. Learning by observation can be extremely valuable as well as this being a time-efficient option to provide valuable insight into their work and RMIT. All meetings should be included in the personalised induction program. For candidates that have shared that they are Aboriginal and/or Torres Strait Islander please reach out to the Indigenous Staff Network: https://www.rmit.edu.au/staff/our-rmit/indigenous-engagement/indigenous-staff-network
Arrange the essentials	• Order and prepare additional items or equipment (such as laptop or screens) • Ensure that work adjustment requests from staff with a disability are prioritised to enable success of your staff member in their role • Compile a pack of useful information about the team, department or school • Fill in all the details of the security card form • Include your new team member on relevant email distribution lists
Choose a buddy for your new team member	Connect the new team member with someone who will be able to form the immediate informal support network for them during their first few days and weeks. Ideally, this is someone who is easily accessible to your new team member.

1.2 On start date

Clear your own diary for the first day	Ensure that you make yourself available to your new team member as much as possible but particularly on their first day. Your visibility and support during the first week is vital to creating a great first impression of RMIT, and a settled, confident team member.
Do a floor walk	Show them around their new work environment. This can include: • Stationary cupboard • Kitchen • Bathrooms and emergency exits • Location of different teams and departments on the floor or building
Introduce the immediate team and wider department or School colleagues	Be sure that their buddy is one of the first few people they meet so that they can begin to connect. While you're conducting the floor walk, it's also beneficial to help your new team member understand where different teams and departments may be located on the floor or within the building. It would be great for your new team member to have some context, and not just their name, for example, what does each team do and how might their role interact with that team.
Ensure a successful first-time login	Stay with your new team member as they log into the system, email and drives for the very first time. To log in to their computer, the new staff member's initial password will be pyyyymmdd! – 'p' followed by their date of birth backwards (e.g. year, month and day) and concluding with an exclamation mark. They will be prompted to change this after their first login. Confirm with your team member regarding whether they have everything they need to support their work.
Have your very first one on one	Meeting new people is an important part of starting a new role, but having a dedicated one on one time with their manager is critical. We suggest keeping the first one on one informal with a focus on: • Introducing them to the personalised induction program you have prepared. Ask them if there's anything else they would like to include • The team's local practices and rituals. This can include hours of work, flexible working, advising of absences / sick leave, pay cycles, holidays, dress code and anything else that might be relevant. • The importance of completing the online compliance modules and the expected timelines • The School or department's structure, plans, and place within RMIT • Any key systems and/or processes that impact their role or the team • A high-level overview of their role and responsibilities. This may be a repetition of what you shared during the interviews. There will be plenty of opportunities in the first few weeks to discuss this in more detail • How you both expect to work together in the next few weeks, including their preferred method of communication, work location and flexible working arrangements.
Give them time to complete compliance	Your support and encouragement to complete the online compliance education modules is critical. We suggest putting aside 1-2 hours a day in the first week in order to get them done within the first week. Note: Casually employed academics should have up to five hours of time allocated for induction purposes charged at the appropriate other activity rate
Give them time to read and reflect	Provide some time for your new team member to review documents related to their role, the team, the department or School, the College or Portfolio or RMIT in general. Give some context to this information to help them to prioritise their reading list.

1.3 Within the First Week

Host a welcome	While you don't want to overwhelm your new team member with names and faces, a small informal gathering such as a morning tea or simply eating lunch together helps them feel welcomed into the team and start making connections.
Register for induction events	The formal RMIT induction events provide a broader perspective on life and work at RMIT. By participating in these, they will meet other new staff and continue to build their networks and understanding of RMIT. Your new team member should explore the Learning platform to find opportunities to connect with new colleagues and learn more about RMIT. If you have an Aboriginal and Torres Strait Islander team member connect them with the Indigenous Staff Network and Ngarara Willim: https://www.rmit.edu.au/staff/our-rmit/indigenous-engagement/indigenous-staff-network
Have an 'end of first week' one on one	Take dedicated time to check in with the new team member to gain a sense of how they are travelling. This conversation will begin to clarify how things fit together – from RMIT and local plans and targets, through to the team member's work. This is a critical first step to setting them up for long term success. You may like to begin the conversations around: • Their position description and initial priorities and responsibilities • Their next few weeks, including their preferred method of communication, work location and flexible working arrangements. • RMIT's strategy, plans and values

1.4 Within the First Month

Ensure compliance is complete	All compliance modules should be completed by now. If there are still modules to be undertaken, both yourself and your team member will receive weekly email reminders from Learning and Development.
Support connections and meetings with key contacts	Encourage your team member to begin forming connections themselves. Be on the lookout for useful or interesting opportunities that might interest them and continue inviting them to meetings that you're attending.
Get ready for the first performance and career conversation	To get the most out of the first performance and career conversation, spend some time preparing for this. Consider using this opportunity to outline the key activities and performance targets of the role to set some objectives that your team member should begin to focus on to build confidence in the role. It's also equally important to focus on targeted development activities that reflect the staff member's skills, interests and motivations.
Begin dedicated and regular catch-ups	Now that your team member has begun to settle into their role, begin setting up some ongoing practices with them, with the most common being a regular one on one catch up. You can use these meetings for conversations ranging from: • informal check-ins • performance and career discussions • continuous probation meetings

Induction activities are very likely to continue beyond their first 30 days of starting a new role so it's important to provide quality feedback on where things are going well and where improvements might need to be made. Equally important, is to use this time for your team member to give feedback on their experience so far at RMIT.

For more detailed information for managers on how to support a successful induction for new staff members in the Day 1-30 guide for managers with new employees.

2. Staff Member Responsibilities

2.1 Induction activities

Compliance Education
- RMIT is committed to the health, safety and wellbeing of our people and we must ensure our compliance with legal and policy requirements. The Compliance Education Modules required for each role are listed in the Learning platform. It is recommended you complete as many of these modules as you can in your first week.

Advance Our Shared Future
- We would like our newest staff members to understand our commitment and the importance of advancing Reconciliation at RMIT. We do this by supporting their own personal journey with several development activities that assist learning more.

Connect With Our Students
- Consider connecting with the broader RMIT network through Student events, including O-Week, Graduation and other opportunities available on the RMIT Events page.

Local Inductions
- Check with your manager about any local induction activities for new staff members in your area.

See What's Available
- Check out the New to RMIT page to find more helpful information to support your induction to RMIT, including the Day 1-30 Setting in Guide.
- For Academic staff, review the Academic Settling In Guide.

Related policy

- Employee Lifecycle Policy

Related documents

- Recruitment and selection guideline

- Employee probation procedure

- Work adjustment procedure

- New to RMIT – settling in guides and guides for managers