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.

What is it?

This guideline sets out the University's commitment to welcoming new staff member and supporting their successful induction and probationary period, ensuring they:

- feel confident, safe and valued in their new workplace
- understand their role and responsibilities
- understand the University's strategy, culture and values
- have satisfactorily completed allocated compliance education courses, and understand our policy and obligations
- are aware of induction events and onboarding resources

Information in this guideline addresses hiring managers first and then new employees second.

Who is it for?

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

Guideline

1. Manager Responsibilities

This section provides a checklist enabling hiring managers to establish new members within their team and support them to successfully complete their probation period. [Probation periods](#) are set in line with RMIT University enterprise agreements or executive level contract terms and coordinated with guidance from the People Team according to the classification and responsibilities of each role.

1.1 Before start date

Confirmation	The Talent Acquisition team will discuss the new team member's salary exceptions and preferred start date with you. Then they will generate the offer via Workday for final approval.
	Please note, for continuing and fixed term appointments, our colleagues in the People team require at least two weeks to process the offer, process any compliance checks and complete backend onboarding before the new team member's first day. Please be patient and kind during this process.
	The Talent Acquisition team will ensure that the new employee has signed the contract of employment and completed onboarding tasks in Workday.

Key Manager Onboarding Activities in Workday	Access the [Onboarding Tasks and Dashboard for Manager](#) in Workday to guide you through welcoming the new team member. Click the menu icon at the top left of the Workday homepage. Then, select the Manager's Onboarding icon. The Workday guide can be found in the Onboarding section of the Workday People (HR) Guides. Note that your new employee can access Workday before their first day. They'll first access Worklife (www.rmit.edu.au/staff) and other RMIT systems on their first day.
Contact your new team member	Contact your new team member and let them know you're preparing for their arrival. Confirm arrangements for their first day, including: • their work location and work arrangements, see [Hybrid Working at RMIT](#) • a preferred start time • information about their role that you can share in advance [New to RMIT](#) has administrative information for managers of new employees. See the [Onboarding Tasks and Dashboard for Manager](#) for information about onboarding in Workday. The Workday guide can be found in the Onboarding section of the Workday People (HR) Guides. All RMIT employees are required to maintain a valid [Working with Children Check](#).
Let your team know	Let your team know that the new team member will be joining soon. Provide brief details of their background and experience, the role they'll be taking, their start date and workspace arrangements.
Initiate meetings with key contacts	As the manager, you play an important role connecting your new team member to the RMIT community. Arrange on-campus or Microsoft Teams meetings with your team and other key stakeholders.

For Aboriginal and Torres Strait Islander candidates	Candidates who have shared that they have Aboriginal or Torres Strait Islander heritage receive an email from the First Peoples Workforce Development team with advice and connections, e.g., to the Aboriginal and Torres Strait Islander staff network.
	Encourage all your team members to provide a welcoming and respectful environment for Aboriginal and Torres Strait Islander Peoples by completing: Workday Learning courses:
	• Cultural Safety at RMIT
	• Advancing Reconciliation
	Be mindful that Aboriginal and Torres Strait Islander employees potentially carry a large cultural load if expected to engage in every Indigenous-related topic or project. Aboriginal and Torres Strait Islander employees are entitled to specific cultural leave, which is available through Workday. They are not required to explain why they are accessing this leave.
Arrange the essentials	Order and prepare IT hardware, such as a laptop from GetIT.
	Complete the Staff Access Card Request form.
	Include your new team member on relevant email distribution lists.
	For a new team member with a disability, prioritise their work Accessibility Work Adjustment requests to enable them to effectively use our workplace.
Choose a buddy for your new team member	Connect the new team member with someone who will be able to form an immediate informal support network during their first few weeks. Ideally, this is someone who is easily accessible to your new team member.

1.2 On start date

Schedule time throughout the first day	Ensure you make time available for your new team member throughout their first day. Your visibility and support are vital to creating a great first impression of RMIT. Provide opportunities for them to attend meetings with you to learn about the team's work and RMIT in general.
Introduce the immediate team and wider department or School colleagues	Introduce your new team member to: • their buddy who can show them the office, emergency exits, etc. • the team, peers and colleagues • direct reports, if applicable • contacts and stakeholders from other departments or schools An introduction meeting with the team allows everyone to discuss their roles, say what they do and exchange questions. It's a valuable way of building relationships. Discuss the team's work practices and rituals. This can include working hours, hybrid working, advising of absences, holidays and anything else relevant. Show them their new work environment and explain the roles other teams and departments nearby perform.
Ensure a successful first-time login	Assist your new team member follow these two steps: Step 1. Activate their RMIT account; go to [Activate Account: Self Service Password Reset](#) (found in the onboarding tab) and follow the instructions. They will be asked to create a personalised password. Step 2. Log in to their RMIT email account and set-up Multi-Factor Authentication (MFA). At RMIT we use Microsoft 365 applications, including Outlook for email. For them to access their RMIT email, using their email address and newly created password. On their first login, they will be required to setup their MFA. If you have questions or require any support, please visit the [RMIT Staff Website](#) or contact [Service Connect](#) on 03 9925 8000.

Have your first one-on-one meeting	Focus your first one-on-one meeting on clarifying expectations; give them an overview of their role and responsibilities. Role clarity is an important facet of onboarding success.
	Discuss how you both expect to work together in the next few weeks, including your preferred communication method, work location and any flexible working arrangements.
	Introduce systems and business processes relevant to their role and the team along with the school or department's structure and place within RMIT.
Give them time to complete compliance	Support them to complete compliance education courses via Workday Learning. Courses are automatically assigned and made available to staff based on their roles. Suggest they spend an hour a day in the first week on compliance.
	Note: casually employed academics have up to five hours allocated for induction purposes charged at the appropriate Other Required Academic Activity rate.

1.3   Within the first week

Host a welcome gathering	While you don't want to overwhelm your new team member, a small informal gathering such as a morning tea or a lunch together helps them feel welcomed into the team.
Register for induction events	*Womin djeka, welcome to RMIT* is our central on-campus induction event for new fixed-term or continuing employees. This event will help your new team member to see their role within RMIT's educational, research and social achievements. New employees enrol through Workday. Colleges, portfolios and other RMIT entities may also offer induction events.
Have a one-on-one meeting at the end of the week	Have a meeting with the new team member to ask how they're going. This week-one conversation can further clarify their work, progress or the team's role in the organisation. This is a critical step for setting them up for success. You may like to begin the conversation around: • their position description and initial priorities and responsibilities • planning their next few weeks • hybrid working and flexible working arrangements • RMIT's strategy, culture and values • Kudos, RMIT's recognition and benefits platform

1.4   Within the first month

Ensure compliance is complete	All assigned compliance modules should be completed by now.
Support connections and meetings with key contacts	Encourage your team member to begin forming connections themselves. Lookout for useful or interesting opportunities that might interest them and continue inviting them to meetings relevant to their work.
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. Outline the key activities and performance targets of the role to set goals that your team member should focus on to build confidence in the role. It's equally important to focus on targeted development activities that reflect the staff member's skills, interests and motivations. As part of this performance and career conversation, outline how RMIT's manages probation. Refer to the Employee Probation Procedure for guidance.

Begin dedicated and regular catchups	Now that your team member has begun to settle into their role, consolidate ongoing practices with them, including 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 New employees may take a couple of months to feel like they're proficient and really part of the team. During this time provide specific feedback on their strengths, acknowledge their achievements and be clear about improvements they might need to make. Equally important, encourage your team member to give feedback on their experience so far at RMIT

For more information for managers on how to support a successful induction for new staff members visit New to RMIT.

2. Staff Member Responsibilities
This section provides a checklist enabling you, as a new RMIT employee, to establish yourself in your role.

2.1 Before start date

Confirmation	Once you have signed the contract of employment, you will receive a set of onboarding tasks to complete, this is usually within a week of your start date. These tasks include: • providing bank details • providing super information • recognition of prior service (if applicable) You will receive an email on your first day with details of your work email address, RMIT log in and Workday access.
Workday	Access your Onboarding dashboard in Workday to guide you through onboarding tasks. Click the menu icon at the top left of the Workday homepage. Then, select the Onboarding icon. The dashboard displays your progress, links to compliance courses and gives you access to induction events.

2.2 Induction activities

Activate your RMIT account and set-up your Multi-Factor Authentication	**Step 1. Activate your RMIT account** Go to Activate Account: Self Service Password Reset and follow the instructions. You will be asked to create a personalised password. **Step 2. Log in to your RMIT email account and set-up Multi-Factor Authentication (MFA)** At RMIT we use Microsoft 365 applications, including Outlook for email. To access your RMIT email, login to your M365 account using your email address and newly created password. On your first login, you will be required to setup your MFA.

	If you have questions or require any support, please visit the [RMIT Staff Website](#) or contact [Service Connect](#) on 03 9925 8000.
Compliance Education	RMIT is committed to the health, safety and wellbeing of students and staff and ensuring our compliance with standards, and legal and policy obligations. Access and complete compliance courses in Workday Learning. Courses are automatically assigned and made available to you based on your role.
Responsible Practice	RMIT is continuing to connect and build on respectful ways of working and understanding to acknowledge the histories and experiences of Aboriginal and Torres Strait Islander Peoples and strengthen relationships between Indigenous and non-Indigenous peoples for the benefit of all Australians. Responsible Practice: • is about behaving in a fair, honest and ethical manner, and respecting Indigenous populations in locations RMIT operates and around the globe; • means consciously addressing power dynamics, biases, and prejudices in our own and other's behaviours; and combines reconciliation, cultural safety, ethical responsibility, and diversity and inclusion.
Induction events	Womin djeka, welcome to RMIT is our central on-campus induction event for new fixed-term or continuing employees. This event will help you see your role within RMIT's educational, research and social achievements. Enrol through Workday <[View Blended Course - Workday (myworkday.com)](#)>. Consider taking RMIT Staff Campus Tour<[Campus Tour - RMIT University](#)>, a self-guided, QR code enabled experience for all staff, showcasing our campuses, culture, work, stories. The tour includes 47 points of interest across our City, Brunswick and Bundoora Campuses. Colleges, portfolios and other RMIT entities may also offer induction events. Check with your manager about any local induction activities. Visit the [New to RMIT](#) page to find more helpful information to support your induction to RMIT.

More Information

- [Recruitment and selection guideline](#)
- [Employee probation procedure](#)
- [Workplace adjustment procedure](#)
- [New to RMIT](#)

Document history

Version	Last updated	Authority	Author
1.0	8 December 2021	Employee Lifecycle Policy	Organisational Development Team
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