

# U n i v e r s i t y o f S o u t h A u s t r a l i a

## S e t t l e m e n t C h e c k l i s t

f o r s e n i o r a c a d e m i c s t a f f



## Introduction

This checklist has been developed to ensure successful settlement of a new or continuing senior academic staff member to a role within the University. This guide has been designed to assist line managers with the preparation and implementation of these actions that need to be addressed prior to new staff member commencement.

Settlement refers to the pre-induction processes that are implemented from the time that a staff member is appointed to the University, to the time of arrival on the first day in a new role or location within the University. The settlement period is a crucial time for the staff member to gain a positive orientation towards the University and their role. This can be established through the maintenance of regular communication and effective organisation of their workspace prior to commencement.

This checklist provides a guideline for this period and in some instances not all elements will be applicable. It has been designed to be adapted to the individual requirements of a staff member.

For any questions related to this resource, please contact your local [Human Resources contact](#) or the [Central Human Resources Unit](#).

## The Line Managers Role

The implementation of the settlement phase should be the responsibility of the line manager or a designated staff member. This person should act as the first point of contact for any queries or information requests that the staff member may have, as well as be responsible for the implementation of the minimum requirements as depicted in this checklist.

This checklist should be completed prior to the commencement of the new staff member. However, there may be a range of tasks that require the staff member's signature or details, in which case, the person responsible should organise these forms or tasks to be completed upon arrival.



## Settlement Checklist For Senior Academic Staff

**Staff Member Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Line Manager:** \_\_\_\_\_ **School/Unit:** \_\_\_\_\_

### PART ONE: Prior to Commencement Checklist

Task	Line Manager
Allocate academic or administrative unit staff member to act as an initial point of contact for the new senior academic staff member, to answer any information requests prior to commencement	<input type="checkbox"/>
If new staff member is from interstate or overseas, send a copy or email the link of the ' <a href="#">Guide to Relocating to SA</a> '.	<input type="checkbox"/>
Preparation of employment agreement and new starter paperwork, e.g. HRIS002, HRIS003, HRIS011, staff equity and diversity survey, superannuation and salary sacrifice information, etc.	<input type="checkbox"/>
Request staff login and password details from <a href="#">ISTS</a>	<input type="checkbox"/>
Call <a href="#">Telephone Helpdesk</a> to add new staff member to directory	<input type="checkbox"/>
Update any applicable website name listings	<input type="checkbox"/>
Add staff member details to any relevant Outlook group addresses	<input type="checkbox"/>
Prepare an individual <a href="#">Induction Program</a> and ensure that it is ready for the new continuing academic staff member on their first day.	<input type="checkbox"/>
Forward a copy of the prepared Induction Program to the new staff member before their commencement date.	<input type="checkbox"/>
Forward a copy of a <a href="#">campus map</a> so that the staff member is aware of where to go on their first day.	<input type="checkbox"/>
Diarise the new academic staff member's commencement date and schedule first discussion. Ensure that the staff member is aware of where, when and who to meet on the first day	<input type="checkbox"/>
Ensure times are in diaries for the new staff member to meet with the divisional PVC/HOS and other key contacts. The scheduling of these events should allow for sufficient flexibility to ensure that the staff member has their own time to settle in to the position.	<input type="checkbox"/>
Inform other staff in the work environment that a new continuing academic staff member will be starting and what the commencement date will be.	<input type="checkbox"/>
Ensure forms for keys, swipe cards have been prepared; business cards, door signage, pigeon hole, car park etc. are arranged, where possible, prior to staff member commencement	<input type="checkbox"/>

**Once Complete, file in staff members personal record**

Identify and establish an appropriate, fully equipped and ergonomically sound work-area including any necessary IT and stationery equipment. Where materials have been agreed to but are unable to be delivered prior to staff member commencement, it is important to let the staff member know when they will arrive.	<input type="checkbox"/>
If existing computer is to be reassigned to new user - contact local IT staff	<input type="checkbox"/>
Liaise with local IT staff to set up the staff member's profile on their computer	<input type="checkbox"/>
To place an order for new equipment for new staff member, review current specifications and pricing <a href="#">here</a> . Have cost-centre manager authorise expenditure by emailing the details to your IT support. Email should include options and number of systems required, cost-centre code, end user name and location details	<input type="checkbox"/>
If a new handset, extension, outlet or reconnection is required, email a minor works request form via the <a href="#">Telephone Helpdesk</a> web page.	<input type="checkbox"/>
The University's preferred supplier for mobile telephones is Multicom. The provision of a mobile phone must be approved by the cost-centre manager. Contact Telephone Facilities Manager to assign charges to relevant cost centre	<input type="checkbox"/>
Prepare a copy of a telephone/contact list of key people in area, ready to give new staff member on first day	<input type="checkbox"/>
Organise login details for OHSW online induction	<input type="checkbox"/>
Check with Divisional or the Institute's HR to determine whether there are any specific contractual agreements that need to be fulfilled prior to a staff member's commencement	<input type="checkbox"/>
<i>Other:</i>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**Once Complete, file in staff members personal record**

## PART TWO: Prior to Commencement Checklist, continued

*Access to University Administrative systems,*

Use the list below as a guide to determine which systems the new employee will have to have access to undertake their work duties. Contact the relevant areas to organise access.

SYSTEM	DESCRIPTION	PROCESS	Line Manager
STAFF Domain/ exchange account	NW logon and email access	Key account for access to Uni resources. Contact ISTS	<input type="checkbox"/>
UniSAInfo	Staff and student data warehouse	User level access when listed on EmpowerHR. Supervisor access from <a href="#">ISTS forms</a>	<input type="checkbox"/>
<a href="#">UniSAnet</a>	FLC managed web site	Contains staff home pages and Program and course information.	<input type="checkbox"/>
Medici	Student Administration system	Account created by Student and Academic Services. Medici training needed.	<input type="checkbox"/>
<a href="#">AssignIT</a>	Direct submission of assignments by students	Maintained by <a href="#">FLC</a> .	<input type="checkbox"/>

The list below denotes systems that may be relevant to the staff member dependant upon their position.

SYSTEM	DESCRIPTION	PROCESS	Line Manager
Syllabus Plus	University timetables and room bookings	Contact Registry for access	<input type="checkbox"/>
EmpowerHR	Central HR System	HR staff – staff personal details.	<input type="checkbox"/>
CAS System	Casual Staff Administration	HR staff, cost centre administrators.	<input type="checkbox"/>
Finance 1	University wide finance database	Access forms <a href="http://www-i.unisa.edu.au/fin/Finance1/access.htm">http://www-i.unisa.edu.au/fin/Finance1/access.htm</a>	<input type="checkbox"/>
Flexipurchase	Reconciliation and reporting on Visa card expenditure		<input type="checkbox"/>

**Once Complete, file in staff members personal record**

## PART THREE: Tips and Suggestions for making a staff member feel welcome

These are suggestions only and can be adapted by the supervisor/team to suit their own needs. They are intended to make a staff member feel welcome upon arrival and to recognise that their appointment to the University will be highly valued.

### Tips and suggestions:

- Is this a senior researcher or HOS who requires a larger email account? For information of increasing a mailbox quota visit the [ISTS](#) website
- Consider providing staff member with an introduction pack that may include corporate gifts. See [MDU corporate merchandise](#) website for gift ideas.
- Organising a welcome morning tea encouraging staff member to become familiar with colleagues.
- If new to Adelaide could consider providing the new staff member with a small gift, such as a street directory, to orientate them to their new surroundings.
- Organising a cab charge or pick up from the airport
- Organise an academic colleague to assist them with acclimatisation to the organisation. This is often particularly important when staff are from overseas.
- Has an effort been made to assist with family relocation?
- Is it possible to appoint family "buddies" with other staff in the Division or Institute?
- If from overseas or interstate, provide the new staff member with a list of cultural associations so that if they would like to develop a network with people of similar cultures, they have a ready list of possible options.
- The more prepared we are to accept and acknowledge new staff, the more likely they are to be happy, productive and remain with us as valuable contributors to our work and community.