

INDUCTION CHECKLIST:

Below are some activities you'll need to work through during your first week at Unitec. Your manager or buddy can help you with any questions you may have.

1. Have you completed your Employment documentation?

First things first - If you weren't able to do this before your start date, you'll need to let your manager know and they can help you complete the paperwork.

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2. Your IMS Essentials

» If you've made it into your email to find this checklist, then you will most likely have received your computer and email login from IMS (Information Management Services) either from your manager or via internal mail. So you can probably give this one a big tick.

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» You'll also want to get some IMS training underway - check with your manager and/or your Induction Plan to see if you have been booked into the relevant [New User Workshops](#)

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» The [IMS Staff Handbook](#) will guide you through the other services available to you.

3. Your Staff ID Card

Head over to one of the [Student Central](#) locations to have your photo taken and ID card created. You'll then need to take your card to the [Copy Centre](#) to have it activated with the appropriate account codes to enable you to print and photocopy (ask your manager or buddy for these).

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4. Staff Parking Permit

» Parking is free for staff - once you have a permit. You can find the form for requesting a [Staff Parking Permit here](#). This needs to be completed and returned to security@unitec.ac.nz or if you're at the Mt Albert campus and fancy a stroll, you can find them in Building 16.

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» For info on Unitec's shuttle buses, public transport, cycling or carpooling [click here](#).

5. Finding your way around

» You should have received a campus map in your Welcome Pack and you can also find maps for all [our campuses here](#).

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» We have a number of [food options and other facilities](#) on campus including a pharmacy, bank, postal services and bookshop. You may also be interested in the [Unitec Sports Centre, gym and National Squash Centre](#) available to staff.

6. Health & Safety

Unitec is committed to demonstrating and championing the very best health and safety practice and to do this we need your help. If you haven't already, please complete the [Health & Safety Induction Checklist](#) with your manager.

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7. [Human Resources FAQs](#)

You'll probably have some HR related questions - *Wondering when pay day is? How to check your leave balance?* [Here's the place to start.](#)

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8. Familiarise yourself with [the Nest - Pou tukutuku](#)

Take some time to explore the staff intranet - the Nest. There's a wealth of information and it's good to know where things are for when you might need them. You'll also receive a regular e-newsletter summarising what's new at Unitec.

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9. Staff A- Z

[The Staff A-Z Guide](#) will give you a good overview of the services and facilities available at Unitec - and how to access these. Have a browse and download or bookmark it as a useful tool for your first few weeks here.

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10. Living Job Portal

You'll find this on the [Nest: Your Development](#). Start with the Induction module and work your way through. It'll give you a good overview of what life is like here at Unitec.

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11. Connect with us!

Join the Unitec Social Club - [find out how here](#)

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Find us on:

