



Induction Planning

Role of the Manager

As the hiring manager, you are responsible for ensuring your new team member's induction is as organised, welcoming and positive as possible. There is a lot for a new starter to get their head around when joining a new organisation so make sure you are available to them especially over the first few weeks.

Induction at Unitec is more than just completing a list of tasks. Experiencing the 'way we do things' first hand and making connections across the campus is the key to a sense of belonging and a big part of your role is supporting your team member by allowing time for them to get involved.

Pre-Start Communication

In addition to completing the various onboarding set-up tasks for your new starter, you might like to make contact before they begin. This could be as simple as a phone call to let them know you are looking forward to their arrival and making arrangements for when and where to meet when they arrive.

Assigning a 'Buddy'

As the hiring manager, you are responsible for ensuring your new team member's induction is as organised, welcoming and positive as possible. There is a lot for

Unitec Induction

A number of Unitec wide induction activities are also offered and your new team member will receive a '[Welcome to Unitec](#)' email from the People & Safety team informing them of these, including:

- [Your Induction Overview](#) - an interactive PDF guide to getting started @ Unitec, Health & Safety Induction, Invitation to Staff Powhiri Orientation Event, Invitation to Learning & Induction Plan

Preparing an Induction Plan

When preparing for the arrival of a new team member, it is helpful to have at least the first week mapped out in advance. This might include any training requirements, setting up meet & greets as well as invitations to any regular team meetings / activities. These will need to be worked around any teaching or other fixed commitments.

Below is an example Week 1 Induction Plan. While each network/service group will have its own priorities, below are some ideas around activities to include in the first week/s to ensure the new team member has a good understanding of their role, their team and the broader organisation.



MANAGING PEOPLE

EXAMPLE INDUCTION PLAN

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	MANAGER: Meet and greet team Go over Induction plan, clarify expectations of role, key first week priorities	SELF: Work through online Induction Overview	SELF: Completed Health & Safety Induction and International Code of Practice (<i>if not already done so</i>)		
	MANAGER/BUDDY: <i>Find your Bearings</i> Tour of local work area and broader campus including bathrooms, kitchen facilities, first aid, emergency procedures <i>Sort the Housekeeping</i> <ul style="list-style-type: none"> • Staff ID • Building access • Car Parking 	TEAM: Welcome and team morning tea	TEAM: Scheduled time with Team member		TEAM: Scheduled time with Team member
		MANAGER: Complete Health & Safety Induction	MANAGER: <ul style="list-style-type: none"> • Team Diamond • Team Kaupapa • Clarify expectations of role • Intro Performance Partnering 	MANAGER: <ul style="list-style-type: none"> • Identify key partners and stakeholders and set up meet & greets • Identify training / development opportunities 	
LUNCH					
PM	TRAINING: Get Set up / Familiarise with IT Systems	SELF: Work through online Induction Overview	SELF: Complete Sustainability Induction	TEAM: Scheduled time with Team member	MANAGER: Review of week with manager
	MANAGER: Review of first day with manager	TEAM: Scheduled time with Team member	SELF: Time in workspace to complete online induction overview. Familiarise with the Nest		



WEEK ONE INDUCTION PLAN TEMPLATE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A M					
LUNCH					
PM					



MANAGING PEOPLE

ROLE SPECIFIC TRAINING

Your new staff member will work through their [online induction overview](#). This will give them a good understanding of what learning and development opportunities are available to them and they may wish to discuss these further with you. They will also need your guidance to help them identify role specific needs.

We've put together the checklist below - by no means exhaustive so please add any other relevant training - and remember this doesn't all have to be completed in the first few weeks!

ALL STAFF: <ul style="list-style-type: none"><input type="checkbox"/> Staff Powhiri Orientation Event<input type="checkbox"/> Health & Safety Induction<input type="checkbox"/> Treaty of Waitangi / Te Noho Kotahitanga Workshop<input type="checkbox"/> Ally Training<input type="checkbox"/> International Code of Practice	ACADEMIC STAFF: <ul style="list-style-type: none"><input type="checkbox"/> New Teacher Induction<input type="checkbox"/> Te Puna Ako Learning, Teaching & eTools Workshops<input type="checkbox"/> Research Professional Development<input type="checkbox"/> Library Services
OTHER: <ul style="list-style-type: none"><input type="checkbox"/> PeopleSoft Financials Purchasing Buyer Training<input type="checkbox"/> PeopleSoft Financials Purchasing Approver (Manager) Training<input type="checkbox"/> PeopleSoft Campus Solutions Fundamentals<input type="checkbox"/> Intranet Training - For staff needing to edit/update the Nest	<ul style="list-style-type: none"><input type="checkbox"/> Further IMS Training<input type="checkbox"/> First Aid Training<input type="checkbox"/> Fire Warden Training

To find out more visit: [The Nest > > Working @ Unitec > > Professional Development](#)



MANAGING PEOPLE

KEY POLICIES RELATED TO ROLE:

There are some key policies that all staff at Unitec need to be familiar with:

- | | |
|---|--|
| <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Electronic Devices and Systems Policy |
| <input type="checkbox"/> Leave Management Q&As | <input type="checkbox"/> Countering Harassment Policy |
| <input type="checkbox"/> Health & Safety Policy | <input type="checkbox"/> Academic Statute |

However, there may be other role specific policies you'd would also like your new team member to review. You can make a note of these below.

You can find a full list of policies on the [Nest >> Policy & Procedures](#)