

# **PEOPLE AND CULTURE**

## **VU INDUCTION FRAMEWORK**

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## 1. Introduction

### 1.1 What is Induction?

Victoria University recognises that Induction is critical to assisting a new, transferring or returning employee to integrate into the organisation and their new role. An employee's Induction should be enjoyable and memorable and provide the necessary information to help them to integrate into the organisation and begin building relationships. Because it sets the tone for the employment relationship, Induction must be thoughtfully planned and delivered to help the employee's transition, prompt them to feel good about VU and generate interest in the wider organisation.

Induction is the chance for VU to introduce new, transferring and returning employees to its values and the behaviours that underpin them, so then people know "how we do things around here", how to approach problems and challenges and what to expect from success.

This document aims to:

- outline VU's Induction Framework
- provide an overview of VU's Induction Program
- describe the roles and responsibilities of those involved in Induction
- provide a set of guidelines to ensure the integrity of VU's Induction Program is maintained.

### 1.2 Definitions for Induction

- **Purpose of Induction** - To ensure the effective integration of staff into or across the organisation for the benefit of both parties.
- **Duration of Induction** – Begins at the recruitment stage, varies according to an individual's role and experience and may extend beyond the end of a new employee's probationary period.
- **Induction** – describes the whole process whereby employees adjust or acclimatise to their jobs and working environment
- **Re-induction** – individualized induction activities provided to returning employees to ensure they are provided with the information and support necessary to be successful in their role.
- **Returning Employee** – (a) an employee returning to VU after a period of extended absence of normally 12 months or longer, or (b) an employee who is being re-employed after having left VU more than 12 months ago.
- **Transferring Employee** – an employee who is moving into a new role and/or work area within the University.
- **Socialisation** – the way in which new employees build up working relationships and find roles for themselves within their new teams
- **Organisational Orientation Workshop** – One day workshop to welcome staff and assist them to understand VU's strategic context and plans, work life and culture and begin to establish links within the VU Community. Workshops are held once a month for a maximum of 20 participants.

### 1.3 Linkages to other People and Culture Policies

Induction is a lever for engaging new and returning staff with the VU employment value proposition from the onset of the employment relationship. The employment value proposition theme of "Work Life Learning at VU" is initially introduced to potential employees through the recruitment and selection process and continues through to probation and performance and development planning. People and Culture policies with a strong relationship to Induction are shown as follows:

- Recruitment and Selection of Staff
- Probation
- Staff Performance and Development Planning
- Academic Classification Policy
- Induction for Teaching Policy

A key success factor for effective Induction is ensuring clarity around role requirements, expectations and performance measures. Induction provides the opportunity for the manager and employee to regularly engage in dialogue around performance objectives, development and support required for the probation period and the progress of the new employee's induction.

When Probation is completed, new performance objectives are discussed and agreed as part of the Staff Performance and Development (SPDP) planning cycle.

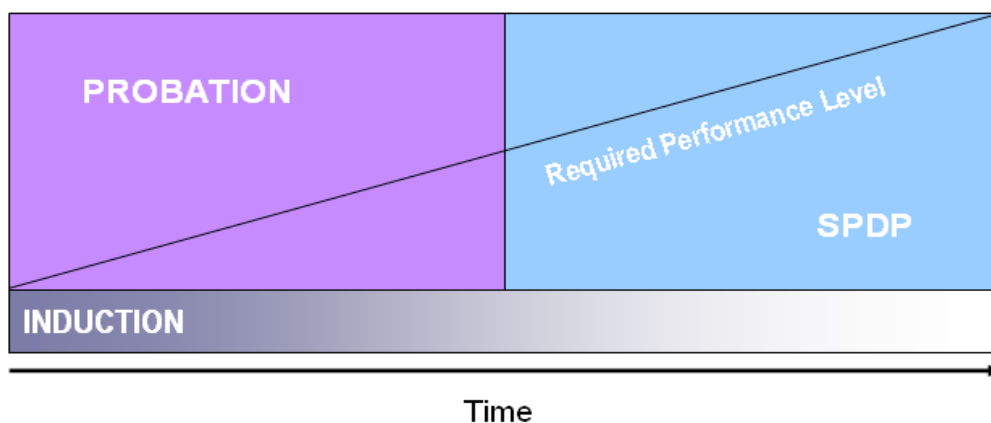


Figure 1. The relationship between Induction, Probation and SPDP

## 2. VU Induction Framework

### 2.1 Overview

The VU Induction Framework brings together all of the Induction activities undertaken across VU and provides the structure to ensure all new, transferring and returning VU employees can effectively assimilate into their roles and become independently productive as quickly as possible. It provides the structure that guides the learning design, content and outcomes for all of VU's Induction Program components including the Organisational Orientation Workshop, Teaching and Learning Induction, Research Induction, and Departmental Induction. It specifies the Induction content focus for various employee profiles and designates the area responsible for delivering these Induction components.

## 2.2 Learning Philosophy

A blended learning approach<sup>1</sup> underpins VU's Induction Framework incorporating formal and informal events, providing a diverse range of ways in which employees can engage with the necessary information to enable them to quickly come up to speed with the requirements of their role. These include:

- structured on-the-job activities
- access to vital information pre-commencement through a dedicated web portal
- structured self-paced inquiry activities
- on-line videos
- a "buddy" scheme
- a comprehensive handbook
- facilitator-led workshops designed around accelerated learning principles
- organised networking activities
- individual and group reflection
- on-line social networking.

A key feature of the learning philosophy for VU's Induction Framework, is that it promotes self-directed learning, encouraging the new employee to be pro-active in discovering information about work, life and learning at VU, thereby promoting a sense of ownership of their Induction to their role and the organisation.

## 2.3 VU Induction Framework - Broad Content Focus

INDUCTION FRAMEWORK CONTENT FOCUS	ACADEMIC AND TEACHING STAFF		GENERAL STAFF	
	Ongoing & long term contract	Short term contract & sessional	Ongoing & long term contract	Short term contract & casual
Organisational and Departmental	Organisational, Department and Job Related	Department level and Job Related	Organisational, Department and Job Related	Department level and Job Related
Specialist , eg Teaching, Research , Leadership	Teaching-related Research-related Leadership-related	Teaching-related	Self-directed with checklist No component required in most situations.	No component required
Legislative / Compliance Requirements	OHS/Equity/Copyright etc	OHS/Equity/Copyright etc	OHS/Equity/Copyright etc	OHS/Equity/Copyright etc

<sup>1</sup> Rossett, A., Douglass, F., Frazee, R., Strategies for Building Blended Learning. (2003)

<http://www.essentiallearning.net/news/Strategies%20for%20Building%20Blended%20Learning.pdf> Accessed: 21/10/2008

## 2.4 VU Induction Framework – Program Components for Specific Disciplines

INDUCTION PROGRAM COMPONENTS	RESPONSIBLE FOR DELIVERY	ACADEMIC & TEACHING STAFF		GENERAL STAFF	
		Ongoing & long term contract	Short term contract & sessional	Ongoing & long term contract	Short term contract & casual
<b>ORGANISATIONAL INDUCTION</b>					
❖ Welcome to VU Pack	People and Culture - Recruitment	✓	✓	✓	✓
❖ Orientation Handbook for New Employees	People and Culture – L&D Unit	✓	✓	✓	✓
❖ Organisational Orientation Workshop	People and Culture – L&D Unit	✓	Situational	✓	Situational
❖ Induction Web Portal	People and Culture - Recruitment/ L&D Unit	✓	✓	✓	✓
❖ Induction Feedback & Evaluation	People and Culture – L&D Unit	✓	✓	✓	✓
❖ Mandatory compliance training, eg OH&S, EEO, Staff Code of Conduct, Whistleblowers	Relevant department	✓	✓	✓	✓
<b>DEPARTMENT INDUCTION</b>					
❖ Induction Checklist for Managers/Supervisors	Manager	✓	✓	✓	✓
❖ Induction Checklist for New Employees	Manager	✓	✓	✓	✓
❖ Introduction to the Department	Manager	✓	✓	✓	✓
❖ Introduction to the Local Workplace	Manager/Buddy	✓	Situational	✓	✓
❖ Induction Buddy How To for Managers	Manager	✓	Situational	✓	Situational
❖ Induction Buddy Checklist	Manager	✓	Situational	✓	Situational
<b>TEACHING INDUCTION</b>					
❖ Induction for Teaching Workshop	CILT	✓	Situational	Situational	✘
<b>RESEARCH INDUCTION</b>					
❖ Series of Seminars through the year	OFR & OPR	Academic ✓/ Teaching optional	Situational	Situational	✘

Legend: ✓ - Required

- ✘ - Not required
- Situational - Role dependent
- L & D – Learning & Development Unit
- CILT - Centre for Innovation, Learning and Teaching
- OFR - Office for Research
- OPR – Office for Postgraduate Research

## 3.0 VU Induction Framework

### 3.1 Introduction

The VU Induction Framework is provided for all employees who are new to VU and those employees transferring within VU (role or work area) or returning to work at VU after a period of absence. The VU Induction Program is a schedule of learning activities and materials an employee can access to undertake orientation to VU. The Program aims to assist these staff to:

- become accustomed to the University and their local workplace
- gain an understanding of the organisation and its strategic direction
- gain an understanding of their role and responsibilities within the organisation
- begin to establish networks with colleagues across the University.

### 3.2 Induction Framework Outcomes for Employees

Through participation in the various components of the Induction Framework, VU employees will learn about:

- the VU way
- VU Values
- their legislative obligations as employees
- the requirements of their roles and their local workplace
- the organisation's structure, strategic directions, policies and procedures
- how decisions are made at VU
- the role of VU's corporate service units
- the organisation's commitment to students, enterprise and the community.

### 3.3 Induction Framework Outcomes for VU

VU's Induction Framework aims to benefit the organisation through:

- Effectively integrating employees into their roles at VU.
- Cultivating a bond between the employee and the organisation that promotes retention.
- Establishing realistic employment expectations and setting the scene for job satisfaction.
- Reducing employee start up costs by helping staff to become independently productive as quickly as possible.
- Enabling the employee to establish an understanding of the organisation's culture.
- Ensuring the employee becomes an active participant in the induction process.
- Ensuring managers and supervisors have access to a well-defined process and accompanying tools for induction of new team members.
- Ensuring VU's brand has a positive reputation in the employment marketplace.
- Avoiding additional costs for recruiting a replacement staff member as a result of ineffective Induction.

### 3.4 Induction Framework Content

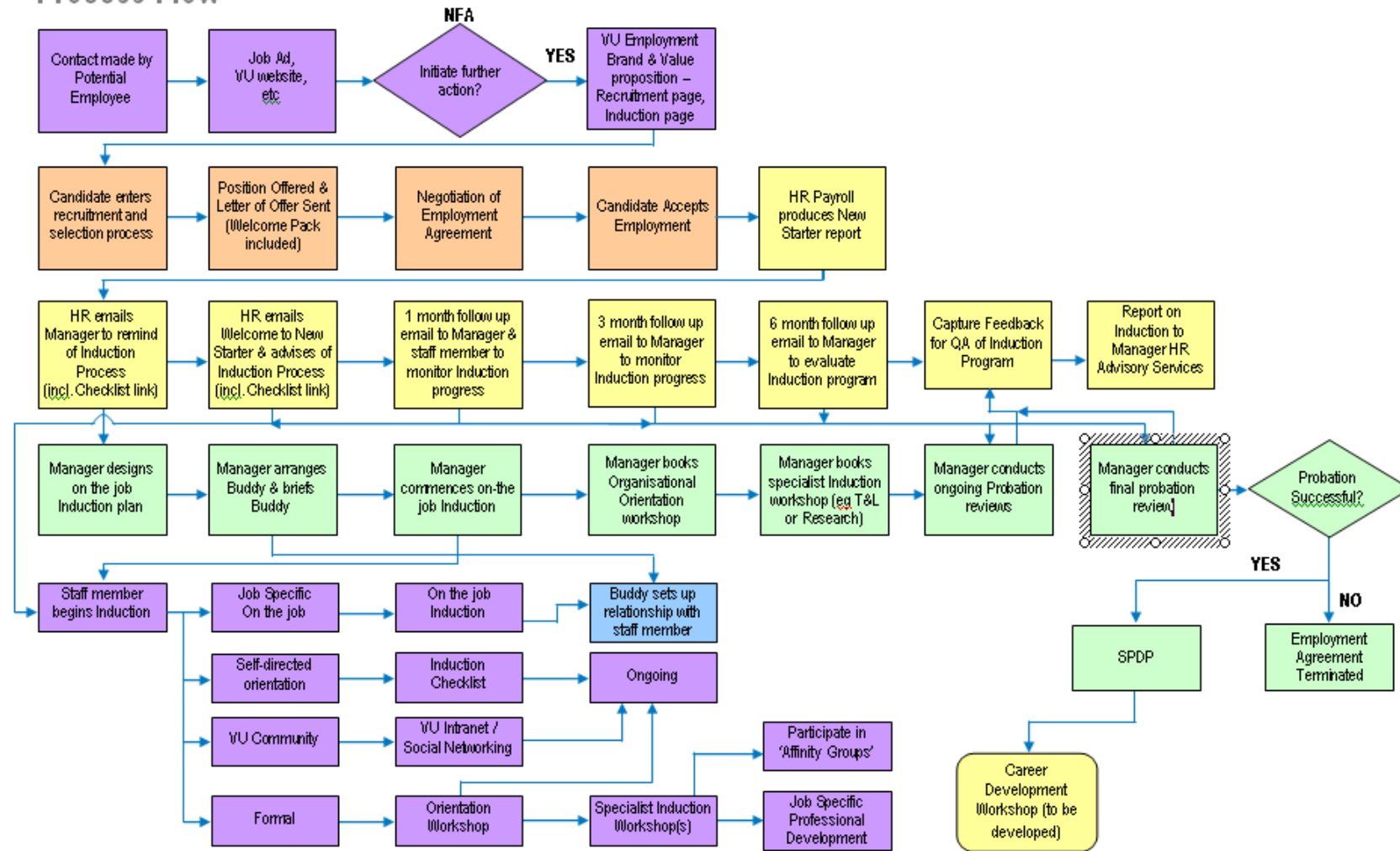
The Induction Framework content is influenced by the following themes about what we do at VU, which were highlighted by the Vice-Chancellor during a briefing meeting with representatives from HR on 14 August 2008:

1. The principles of what we want to achieve at VU.
2. The VU way.
3. The meaning of the term One VU.
4. The Making VU program and how it relates to the employee's role.
5. The expectations of the employee in relation to their role and working at VU.
6. How the employee can translate VU values into behaviours.
7. The cross-sectoral nature of VU's offerings and a description of each of the areas in the VU context – Higher Education (HE), Vocational Education (VE), Further Education (FE).
8. The new Manager or Supervisor's role and their obligations in relation to their related employment agreement – e.g. EA/MBA.
9. A profile of the VU student community.



### 3.5

## VU Induction Program Process Flow



3.6

**VU Induction Program – Roles & Responsibilities**

<b>Recruitment</b>	Letter of Offer & Welcome Booklet								
<b>HR</b>	Induction Web Portal	Induction Checklists	Welcome Email New Employee	Invite to Organisational Orientation Workshop	Follow up Day 30 - email Induction Program evaluation	Email to Manager re Induction Follow up	Pre Induction Workshop Questionnaire to Participant	Organisational Orientation Workshop	Follow up - email Induction evaluations
<b>Manager</b>	Local Induction Plan	Induction Checklist for Managers	Organise & Brief Induction Buddy	Commence Induction Day 1	Organise Orientation Workshops – Organisational & Specialist	Regular – Check In with New Employee	Give Feedback on Induction		
<b>Buddy</b>	Briefing Meeting with Manager	Induction Checklist for Buddies	Introduction to New Employee	Meeting with New Employee Member	Give Feedback on Induction				
<b>New Staff Member</b>	Induction Checklist for New Employees	Induction Web Portal	Meeting with Buddy	Induction Handbook	Pre Orientation Workshop Questionnaire	Orientation Workshops	Give Feedback to HR on Induction		

### 3.7 Induction Framework Stages

STAGE	ACTIVITY	COMPONENT	DESCRIPTION	RESPONSIBLE
Pre-employment	Engage with VU Employment Value Proposition - Work Life Learning at VU	Induction Web Portal	Provides a resource for new staff to access valuable information about work life and learning at VU. It is accessible pre- employment via www.vu.edu.au.	People and Culture Employee Engagement
		Welcome to VU Pack / Recruitment & Selection Process	This information pack is provided to potential new staff with the letter of offer	Recruitment
		Email to Manager to Plan Induction for New Employee	Designed to prompt managers to plan for the Induction of commencing employees.	People and Culture
		Buddy Criteria and Checklist	Designed to assist managers with selecting an appropriate Buddy for their new team members. The checklist also guides Buddies on how to effectively support Induction.	Manager / Buddy
First Day	Provide basic information to assist the employee to be introduced to their in role.	Welcome email to New Employee	To welcome the New Employee and advise of Induction process.	People and Culture
		Email prompt to Buddy	To prompt the Buddy to activate the checklist.	People and Culture
	Complete People and Culture forms.	Guided Induction Checklist for Managers	Managers to refer to guide to facilitate their effective induction of new employee.	Manager
		Induction Handbook for New Employees	Manager to make employee aware of Handbook accessible as a download via the Vu induction web page. Provided to new starters at the Organisational Orientation workshop.	Manager People and Culture
	Arrange resources.	Induction Declaration for Managers and New Employees	To ensure the new employee will be provided with the necessary information relating to their legislative obligations while engaged in employment with VU. To record that information essential to orientating a new staff member to working at VU has been provided (refer to Guided Checklists)	Manager
	Introduction to the office, campus and department.	Buddy Criteria and Checklist	Designed to assist managers with selecting an appropriate Buddy for their new team members. The checklist also guides Buddies on how to effectively support Induction.	Manager / Buddy
	Introduction to staff amenities.			
Meet and greet team members.				
Meet Buddy.				

STAGE	ACTIVITY	COMPONENT	DESCRIPTION	RESPONSIBLE
First Week	Understand OHS	Guided Induction Checklist for Managers	Manager to refer to guide to facilitate their effective induction of new employee.	Manager
	Understand Legal Compliance Obligations	Guided Induction Checklist for New Employees	To provide new staff members with a structured guide to their induction at VU.	Staff member
	Complete Equity online module	Induction Web Portal	Provides a resource for new staff to access valuable information about work life and learning at VU. It is accessible pre- employment via www.vu.edu.au.	L & D Unit - People and Culture
	Understand Probation process.	Buddy Criteria and Checklist	Designed to assist managers with selecting an appropriate Buddy for their new team members. The checklist also guides Buddy's on how to effectively support Induction.	Manager / Buddy
	Learning and Teaching Support & Resources	Probation Plan	Manager to draft probation plan in preparation for discussion with staff member (online via SPDP once Probation module implemented)	Manager
		OHS Web Portal	Mandatory compliance training	Manager & staff member
		EEO Online	Mandatory compliance training	Manager & staff member
First Month	Establish Probation goals with manager.	Establish Probation Goals	To ensure expectations of the staff member are clear and the support and resources necessary for success in the new role are provided. Probation planning and review to be undertaken on-line via SPDP once Probation Module implemented late 2009.	Manager & staff member
	Commence building networks at VU.	Affinity Groups ( <i>yet to be formalised</i> )	Establishment of cross-functional networks to support each other through the probation period and promote One VU.	Manager
	Understand wider organisational context.	Email follow-up to Manager	To prompt and gain feedback from Managers on the progress of Induction with their new employee.	People and Culture
	Introduction to Performance development process – SPDP.	Email follow up to New Employee	To prompt and gain feedback from the New Employee on the progress of their Induction.	People and Culture
		Induction Declaration for Managers and New Employees	To ensure the new staff member has been provided with the necessary information relating to their legislative obligations while engaged in employment with VU. To record that information essential to orientating a new staff member to working at VU has been provided	Manager
	Sign Induction Declaration form	Organisational Orientation Workshop	The workshop aims to welcomes staff employees to VU and provides participants with an opportunity to gain an understanding of VU's strategic context and plans, worklife and culture and helps new employees establish links within the VU community.	People and Culture
		Departmental Induction workshop / procedures	As available/required at the school/department level	Manager

STAGE	ACTIVITY	COMPONENT	DESCRIPTION	RESPONSIBLE
First Three Months	Ongoing self-induction.	Review Probation Goals	Provide feedback on progress towards goals and review and update goals as necessary. Review undertaken on-line via SPDP once Probation Module implemented late 2009.	Manager & staff member
	Discuss progress towards Probation goals with manager	Email follow up to New Employee	To gain feedback from the new employee on the progress of their Induction.	People and Culture
		Guided Induction Checklist for Managers	To provide managers with a guide to assist them to facilitate the effective induction of new employees.	People and Culture
	Broaden social networking.	Guided Induction Checklist for New Employees	To provide new staff members with a structured guide to their induction at VU.	Buddy
		Specialist Induction Workshop	Induction for Teaching/Research Seminars etc	Manager & staff member
		People and Culture Follow up Progress of Induction	Email to gain feedback from new staff employee	People and Culture
First Six Months.	Probation goals reviewed with manager.	Review of Probation	End of probation for most HEW employees Period of probation for academic and teaching staff varies according to position, role, and experience. Review conducted on-line via SPDP once Probation Module implemented late 2009.	Manager
	Establish performance and development plan with manager.	SPDP Process	Staff Performance and Development Plan commences on successful completion of probation. May be at six months or later date dependent on probation period.	Manager & staff member
	Ongoing Learning and Development.	Career Development Workshop <i>(yet to be developed)</i>	To assist the new employee with establishing their career and professional development goals and engage with SPDP.	Manager
	Attend Career Development workshop.	Specific Learning and Development activities	Implement activities as agreed in Induction Plan or via SPDP	Manager & staff member

### 3.8 Induction Framework: Organisational Orientation Workshop Overview

Overview	
<b>Aim</b>	This learning event aims to welcome new employees to VU and helps them to gain an understanding of VU's strategic context and plans, work life and culture and begin to establish links within the VU community.
<b>Outcomes</b>	At the conclusion of the workshop participants will: <ul style="list-style-type: none"> <li>❖ be more informed about working at VU, enabling them to perform effectively in their role;</li> <li>❖ increase their breadth and depth of knowledge about VU;</li> <li>❖ increase their sense of comfort in their role as a VU employee;</li> <li>❖ be more resourceful to help them work through the complexity of VU and readily access information;</li> <li>❖ have begun to build networks with colleagues across VU.</li> </ul>
<b>Format</b>	This is a highly interactive, experiential workshop that models contemporary adult learning theory.
<b>Audience</b>	All employees - academic, teaching and general. Employees returning from a long period of absence will find this event of value in their reorientation with VU.
<b>Linkage to other Induction activities</b>	This workshop is a component of the VU Induction Program, a schedule of learning activities and materials an employee can access to undertake Induction to VU. It is also designed to align with other specialist Induction workshops such as Teaching and Learning and Research Induction.
<b>Pre-work</b>	In preparation for the workshop, participants will be asked to undertake two brief written activities.
<b>Duration</b>	7.5 hours (full day) 9.00 am – 4.30 pm
<b>Workshop size</b>	This workshop is limited to 20 participants
<b>Selection of Facilitators</b>	The facilitators selected to lead this workshop will be competent in facilitating groups in an organisational learning setting, will be passionate about establishing a welcoming environment for new employees and will be highly regarded VU employees.
<b>Registration approval</b>	Managers / Supervisors must provide approval to register for this workshop.
<b>Registrations</b>	Register via <a href="#">PD Online</a> .

### 3.9 Induction Buddy Criteria and Checklist

Buddies are integral to the VU Induction program. Buddies complement the Induction program by working alongside managers and supervisors to ensure that new employees feel welcome and included in their work group at VU.

Induction Buddy programs already operate successfully at VU, for example, Student Services have been running their VIP Peer Support program for new employees since 2007.

The Buddy role typically involves showing the new person around, making introductions, answering questions and generally being available to provide support and encouragement to help the new employee settle into their role and the team.

The person selected to be an effective Buddy should be a positive, role-model member of the team who understands the new employee's position and most importantly, has the time and commitment to be an effective Buddy.

The new employee/Buddy relationship will be more effective if Managers/Supervisors play an active role in monitoring the progress. How to select a Buddy and Guidelines for Buddies are outlined in the Induction Buddy Criteria and Checklist available on the [Induction Web Portal](#).

### 3.10 VU Induction Framework Procedures

INDUCTION STAGE	PROCESS	Responsible	Timing	INDUCTION RESOURCES
Pre Recruitment	Potential candidate for employment enquires about employment opportunities at VU	Recruitment	Pre-recruitment	Induction Web Portal
Recruitment Process	Candidate enters the VU Recruitment process.	Recruitment	Pre-recruitment	All VU correspondence to the candidate to refer to VU Induction Web Portal link. VU Recruitment team to refer candidates to the Induction Web Portal to find out about VU.
	Recruitment offer position and Letter of Offer Sent	Recruitment	Pre-recruitment	Letter of Offer to include reference to the induction Web Portal. Welcome Pack includes reference to Induction Web Portal.
Planning for Induction	People and Culture produces a New Starter report	People and Culture Admin	1 <sup>st</sup> of month, reporting on previous month	N/A
	People and Culture emails Manager to remind them of the Induction process	People and Culture - L&D Unit	One week prior to commencement	Induction Web Portal link embedded in the email.
	Manager downloads Induction Checklist from the Induction Web Portal and develops local Induction plan.	Manager/Supervisor	Week prior to commencement	Induction Checklist for Manager/Supervisors
	Manager arranges and briefs Buddy	Manager/Supervisor	Week prior to commencement	Guidelines for Buddies
Induction Commences	People and Culture sends welcome email to new employee and advises them of the Induction process.	People and Culture - L&D Unit	Commencement day	Induction Web Portal link embedded in the email.
	New employee downloads Induction Checklist from the Induction Web Portal and commences Induction	New Employee	Commencement day	Induction Web Portal Induction Checklist for New Employees Induction Handbook
	Manager commences on-the-job Induction with new Employee	Manager/Supervisor	Commencement day	Induction Web Portal Induction Checklist for New Employees
	Manager arranges meeting between new employee and Buddy	Manager/Supervisor	Commencement day	Guidelines for Buddies
	Buddy meets new Employee and establishes relationship and schedule of meetings	Buddy and New Employee	Commencement day	Guidelines for Buddies



INDUCTION STAGE	PROCESS	Responsible	Timing	INDUCTION RESOURCES
	Organisational Orientation workshop booked. If employee makes booking they must advise their Manager.	Manager/Supervisor & Employee	Commencement day	Induction Web Portal Organisational Orientation Workshop Flyer
	PD Online Admin confirms booking with New Employee or Manager (Dependent on who made booking).	People and Culture - L&D Unit	To Manager on booking and employee once commenced	
	Manager books specialist Induction workshop (Teaching/Research)	Manager/Supervisor	Commencement day	PD Online
	Organisational Orientation workshop Facilitator emails new employee pre workshop materials	People and Culture - L&D Unit	On commencement or as booked.	Organisational Orientation pre-workshop materials
	Employee attends Organisational Orientation workshop	People and Culture - L&D Unit	Preferably within first month	Organisational Orientation workshop materials
<b>Follow-up</b>	People and Culture emails Manager/Supervisor to follow-up on Induction progress	People and Culture	After first 30 days	Email template
	People and Culture emails new Employee to follow-up on Induction progress – broader evaluation of the Induction Program	People and Culture	After first 30 days	Email template Evaluation form
	New Employee completes evaluation and returns to People and Culture	New employee		Evaluation form
	People and Culture emails Manager/Supervisor to follow-up on Induction progress	People and Culture	After first 90 days	Email template
	People and Culture emails new Employee to follow-up on Induction progress – broader evaluation of the Induction Program	People and Culture	After first 90 days	Email template Evaluation form
	People and Culture collates feedback and produces a report to GM HR Advisory Services	People and Culture		Report template

## 4.0 Induction Framework Workshops - Summary

1. ORGANISATIONAL ORIENTATION WORKSHOP			
HELD	PARTICIPANTS	PEOPLE AND CULTURE RESPONSIBLE FOR	MANAGER RESPONSIBLE FOR
Workshop held monthly from February to November, or at least 8-10 times per year	A Maximum of 20 participants can be booked on this workshop Requires a minimum of 8 participants to be held.	<ul style="list-style-type: none"> <li>• Management of the event</li> <li>• Development and facilitation of the event</li> <li>• Determining which staff are eligible to attend</li> <li>• Sending invitations and receiving RSVPs</li> <li>• Entering attendance for each staff member into People and Culture system</li> <li>• Quality Assurance and Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Booking the new employee on the Organisational Orientation Workshop</li> </ul>
2. Induction for Teaching at VU			
HELD	PARTICIPANTS	CILT RESPONSIBLE FOR	MANAGER RESPONSIBLE FOR
Two workshops to be held each year in the two weeks preceding semester 1 and 2. More may be scheduled if demand is high	A Maximum of 20 participants can be booked on this workshop Requires a minimum of 16 participants to be held.	<ul style="list-style-type: none"> <li>• Planning and delivering the Induction for Teaching and Extended Induction for Teaching Programs</li> <li>• Reviewing and updating the Induction for Teaching Policy</li> </ul>	Graduate Certificate in Tertiary Education (GTCE) Course Coordinator, School of Education, in consultation with the GCTE team in CILT.
3. Induction to Research at VU			
HELD	PARTICIPANTS	OFFICE FOR RESEARCH/POSTGRADUATE RESPONSIBLE FOR	MANAGER RESPONSIBLE FOR
Various workshops and seminars as listed on Office for Research website		Promoting and Organising workshops and seminars	Identifying and supporting attendance at relevant seminars/workshops

## 5.0 VU Induction Web Portal

### 5.1 Introduction

The Induction Web Portal is a key component of VU's Induction framework. It is located on the VU internet site, thus enabling potential and new VU employees to gain access to pertinent information about VU prior to the commencement of their employment. The Web Portal has been designed to complement the Organisational Orientation Workshop and local induction activities.

### 5.2 Ownership and Management

The Induction Web Portal is managed by People and Culture. To ensure the integrity of the Induction Web Portal, all content additions or changes must be submitted to the Learning & Development Unit within People and Culture for approval and release.

### 5.3 Definitions of Section Headings

Headings on the Web Portal include:

#### **Get in the Know**

This is where information about the broad picture of VU can be accessed, including:

- History
- Student Profile
- Culture & Values
- Governance
- Strategic Direction (Making VU 2016)
- Operational Structure
- Campus Locations & Maps
- Corporate Publications

#### **Getting Started**

This is where information relating to Induction can be accessed including:

- Induction Checklists
- Organisational Orientation Workshop Overview & Registration
- Induction for Teaching
- Induction for Research
- Sessional Staff Hub
- Induction Handbook for New Employees
- Induction Buddy Checklist

## Getting Organised

This is where information relating to facilities, services and administration is accessed, including:

- How to get a staff ID
- ITS – Information Technology Services
- Performance & Development Planning - SPDP
- Equity
- Occupational Health & Safety - OHS
- A-Z of VU Policies
- Employee Assistance Program

## Resources & Services

This is where information for new staff is located, including:

- Booking Teaching and Meeting Facilities
- Bookshop
- Cafeterias and Catering
- Children's Services
- Fitness Centres
- Library
- Staff Benefits Program
- VU Project Management Methodology
- Wellness Program
- Working with the VU Brand

## Get in the Loop

This is where links to social networking are accessed, including:

- Making VU Blog
- VU Social Networking Website (ELGG)
- VC Vodcasts
- VU Wiki

## VU Movies

- VC Welcome
- Student Experience Videos

## 6.0 Induction Framework and Organisational Orientation Management

### 6.1 Ongoing Management

The responsibility for managing VU's Induction Framework and Organisational Induction Programs will reside under the delegation of the General Manager, Human Resources Advisory Services.

### 6.2 Staff Induction Policy

The Staff Induction Policy gives effect to the Induction Framework and is reviewed annually. Workforce Policy & Projects is responsible for VU's Staff Induction Policy.

### 6.3 Evaluation of the Induction Framework

The effectiveness of VU's Induction Framework will be measured through mid-way and post-induction reviews with managers and individual employees.

Employee feedback and contributions to enhance the program will also be collected during the program.

Additional information to contribute to the program will be collected via exit interviews and the SPDP process.

## 7.0 Acknowledgements

### Induction Project Team

- Carmel Kostos, Manager, Employee Engagement, People and Culture Advisory Services
- David Cumming, Head, Flexible Learning Unit
- Gerard Glennon, Consultant, SCPDU, People and Culture Advisory Services

### Induction Project Steering Committee

Lionel Newman, Director, Workforce Planning  
Greg Baxter, PVC, Teaching & Learning Support  
Andrew Corbett, General Manager, People and Culture Advisory Services  
Claire Brown, Senior Advisor, Office of the Vice Chancellor

### Project Advisory Group

Sarah Wood, Manager, Workforce Policy & Projects  
Tere Daly, Acting Director, Marketing & Communications Department  
Sarah Lenehan, Project Director, Leadership Development  
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## **Consultation**

Consultations were undertaken with a broad cross-section of VU employees in both group and one-to-one forums including:

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## **Benchmarking**

- University of South Australia (Induction Framework)
- Leeds Met University (Tools for supporting the Induction process)
- Melbourne University (Induction Toolkits)
- Deakin University (Online Learning)
- Edith Cowan University (Tools for supporting Induction)
- Griffith University (Induction Toolkit)
- Swinburne University (Induction Program)
- University of Texas, El Paso

