Attachment 2

VU Induction Program

Managers Responsibilities and Resources

Manager designs on the job Induction plan

- First Week Induction Planner
- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)

Manager arranges Buddy & briefs Buddy (optional)

- Buddy Guidelines and Checklist
- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)

Manager commences on-the job Induction and probation process where appropriate

- First Week Induction Planner
- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)
- Guided Induction Checklist (Employees Guide)
- Induction Handbook for New Employees
- People and Culture (HRA and L&D Unit)
- On line probation module through SPDP

Manager books Organisational Orientation Workshop

- PD Online
- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)
- People and Culture (HRA and L&D Unit)

Manager books specialist Induction workshop (eg T&L or Research)

- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)
- People and Culture (HRA and L&D Unit)

Manager conducts Induction 1st, 3rd, 6th month reviews

- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)
- Probation documentation
- People and Culture (HRA)
- Induction Declaration for Managers and New Employees

Manager conducts final probation review

- Induction Web Portal
- Guided Induction Checklist (Managers and Supervisors Guide)
- Probation documentation
- People and Culture (HRA)

Probation Successful?

YES → **SPDP** →

- Probation documentation
- People and Culture (People and Culture Intranet and HRA)
- SPDP Policy

NO → **Employment Agreement Terminated** →

- People and Culture (People and Culture Intranet and HRA)