

## INDUCTION SCHEDULE

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Having some activities planned in advance helps to create a welcoming first impression for new starters, as well as helping them get up to speed in their new role more quickly.

The purpose of this schedule is to help you plan activities for your new starter in their first few weeks at Macquarie University, before they arrive on their first day.

This template is designed to be flexible to suit your needs, please feel free to add or delete weeks or columns as required.

### Things to think about when building the schedule:

- When is the new starter completing their induction with Human Resources Staffing Advisor? Typically, this will be at 9:30am – 10:00am on their first day, unless agreed otherwise.
- When can you (or a colleague) take the new starter on a tour around the campus?
- Which colleagues will the new starter need to work closely with in their role? Can you schedule meetings in advance for the new starter and these key contacts?
- When will the new starter complete their online learning modules for OH&S, Sustainability and Social Inclusion?
- Who will train the new starter on any equipment or software they will use in their role (eg photocopiers, iLecterns, Blackboard)?
- When will you meet with the new starter to discuss their Performance Development and Review (PDR) plan?

For the comprehensive list of activities your new starter needs to complete, and by when, refer to the **Induction Checklist (Form 9.02)**.

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**Week:**

|         | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|--------|---------|-----------|----------|--------|
| 9:00am  |        |         |           |          |        |
| 10:00am |        |         |           |          |        |
| 11:00am |        |         |           |          |        |
| 12:00pm |        |         |           |          |        |
| 1:00pm  |        |         |           |          |        |
| 2:00pm  |        |         |           |          |        |
| 3:00pm  |        |         |           |          |        |
| 4:00pm  |        |         |           |          |        |
| 5:00pm  |        |         |           |          |        |