

There are two core induction processes applicable to all staff, Local Induction and Corporate Induction, along with two additional inductions for teaching and/or research staff only.

Explore each heading below to find out more about our formal inductions and other important information to consider when welcoming new staff.

Local induction

Through Workday, the local induction and OHS checklist supports staff to feel more familiar and comfortable in their new environment, while signposting where additional, more detailed, information can be found (such as Our Living Values and Corporate Induction, among others).

This checklist should be completed by all new employees and their managers within the first week of commencement to help onboard and support staff make a smooth and safe transition adjusting to a new role, while making them feel part of our wider University community.

To prepare for the arrival of a new staff member, managers may also find the [New starter guide \(docx, 85kb\)](#) useful.

Corporate induction

Our Online Corporate Induction is provided to all employees and can be completed at their own pace within the first four weeks of commencement. Staff are automatically enrolled in this online module and will receive a notification to access this in [Workday Learning](#).

This is where you find out more about the University and explore important information about your employment, health and wellbeing, professional development and training, probation, leave, salary and superannuation.

Other key areas to familiarise yourself with:

- [Our Living Values](#)
- [People and Culture website](#)
 - [Health, Safety and Wellbeing](#)
 - [Training and development](#)
 - [Leave and work/life balance](#)

Learning and teaching induction

Higher education

This induction is for academic teaching staff only.

Mandated for ongoing, fixed-term and sessional teachers, the Academic Induction Program is delivered by the [Centre for Academic Innovation \(CAI\)](#). This program consists of 15 hours of learning – a combination of face-to-face workshops and online learning that connects you with key staff, supports, services and resources to get you going in your first year of teaching.

For full details, please access [Academic Induction Program](#) on the Learning and Teaching website.

TAFE Please contact your line manager for further information

Research induction

This induction is for academic teaching staff who have a research allocation, and research staff only.

The [Federation University Research website](#) contains a range of information to support research active lecturers, scholarly research fellows and HDR supervisors.

Institute/School-based staff can also contact their Associate Dean, Research directly for advice and guidance on research projects.

Institute/School/Directorate/Centre

Each Institute/School/Directorate/Department/Centre will have their own induction process to get you connected with:

- key communication processes and platforms
- team meetings
- role-specific training
- Institute/School or Directorate/Departmental policies, procedures and guidelines
- professional support and development
- mentoring
- setting of goals and performance indicators.

Please contact your line manager for further information.

Campus induction

Knowing where to find basic amenities and key staff is an important component of feeling connected to your workplace.

- [Campus maps](#)
- Campus tours – Please contact your line manager to arrange for someone to show you around your campus.

Make sure you become familiar with your Institute/School/Directorate/Department/Centre, [People and Culture](#), [Student Services](#), [Library](#), [CAD](#), [Safer campuses](#), cafeteria, car parks and [campus security](#).

If you are a teacher, ask a colleague to show you a standard lecture theatre and classroom, and how to access and utilise the digital features of the room for teaching.

Systems and technology

The University utilises the following platforms for communication and documentation

- Microsoft 365 suite – SharePoint, Teams, OneDrive, Outlook, and more. For knowledge articles and training in these systems, please access the [Information Technology Services home page](#)
- fdlGrades – For all teaching administration documentation. For information on how to use this system, please access [fdlGrades – Guides and Support for staff](#)
- ATOM – [Apprentice online management \(ATOM\)](#) provides accurate and timely progress information, keeps all stakeholders informed and minimises administration.

For just-in-time support, please log a job using the [ITS Service Desk portal](#) or phone 03 5327 9999.

If you have any questions about induction, you can request support by [creating a case in Workday](#).