

STAFF INDUCTION PROCESS

1. Initial meeting with Manager and Assistant Manager

Discuss

- Expectations
- Staff Induction Checklist
- Staff Induction Orientation form
- Culture and background of students
- Wiltja/WHS School
- Other relevant matters / Questions and Answers

2. Meet with Team Leader and/or Assistant Manager

- Site walk-through
- Introduction to relevant staff
- Induction of office
- Administration processes
- Forms/records
- Other relevant matters
- Security
- Personnel forms

3. Shadow shifts - 1 day and 1 afternoon shift, these are paid shifts

Hands on work with team leader/ team member with students

This will give you an understanding of the aspects of the shift and the work timetabling, to introduce you to students, and the way in which Wiltja staff interact with them. Following the shadow shifts you will then be on shift as part of the team responsible for your own work. The induction takes about 1-2 hours, the remainder of the shift is working alongside the team.

Begin orientation checklist

4. Booklets and Notes

- Worksite practices
- Government Policies
- Cultural Awareness Videos and notes

5. Meeting with Assistant Manager

- Finalise Orientation Checklist
- Questions and Answers re workplace
- Plan future development/focus area/ training

6. Regular Performance management

STAFF DEPARTURE PROCESS

Responsibility of Managers

Inform employee of procedures
Manage procedures till outcomes are achieved.

Responsibility of employees

Employees leaving the department have the responsibility to:
Provide timely and appropriate advice of termination of employment according to the relevant conditions of their employment:

Comply with these procedures and, in particular, the provisions regarding:

The return of departmental property and re-imbusement of any monies owed;

Confidentiality and

Departmental rights to intellectual property.

Eg PSM act and associated regulations

Code of conduct

Government Issued Information

Operational Procedure Manuals