

AREAS COVERED DURING THE DEPARTMENTAL INDUCTION

Provide information on departmental functioning

Explain the vision and objectives of the Department to the new member.

Explain the structure of the department and how roles fit together.

Where the new staff member’s role fits into the overall functioning of the department.

Summary of applicable meetings and the involvement of the member within these meetings must be conveyed including where information can be accessed re business of committee, past minutes, dates etc.

What information is available to orientate the new member on how things work within the work area and locate where required information is stored e.g. files, shared drives, website, other databases etc.

Clarify the strategic direction, operational processes and work portfolios of the department.

Provide information on the role/ job of the new incumbent

The level of information will depend on the seniority of the post and the level of independence. This will also be guided by the needs of the new member.

Clarify the tasks of the role or job profile and what specific responsibilities relate to these tasks.

Advise on priorities for role/job and status of current projects.

Facilitate access to institutional information

Information regarding University policies, meetings and processes.

How the University works, access to resources, standing committees etc.

The vision, mission and values of the University.