



**New Staff , Student and Visitor**  
**Induction Checklist**

Name: \_\_\_\_\_

Start Date:            \_\_\_\_/\_\_\_\_/20\_\_\_\_

End Date:            Ongoing    or    \_\_\_\_/\_\_\_\_/20\_\_\_\_

Please circle:            Staff / Student / Visitor / Other \_\_\_\_\_

UWA ID Number:            \_\_\_\_\_

Mobile Number:            \_\_\_\_\_

Emergency Number:            \_\_\_\_\_

Personal Email:            \_\_\_\_\_

Medical Conditions:            \_\_\_\_\_

Position Title:            \_\_\_\_\_

Supervisor Name\*:            \_\_\_\_\_

Inducted by:            \_\_\_\_\_  
(If different from supervisor)

***\*Note:***

*It is the responsibility of the supervisor to ensure that new staff, students and visitors are suitably inducted. Induction checklist should be completed, signed and sent to Hayley Newberry within 1 week following the commencement date.*



<ul style="list-style-type: none"> <li><input type="checkbox"/> CET website including CET A-Z webpage</li> <li><input type="checkbox"/> CET public folder and where to save data</li>   <li><input type="checkbox"/> Take to Student Services to obtain Campus Card (Photo ID required)</li> <li><input type="checkbox"/> Take to Security and Parking for Parking Permit</li> <li><input type="checkbox"/> Take to SEE Admin to receive Office Key</li> <li><input type="checkbox"/> Lab induction (if applicable)</li>   <li><input type="checkbox"/> Staff, Students and A/Profs, Email Hayley Newberry with: <ul style="list-style-type: none"> <li><input type="checkbox"/> Biography for website (please refer to similar for idea)</li> <li><input type="checkbox"/> Key research information (if applicable)</li> <li><input type="checkbox"/> Photo for web</li> </ul> </li> </ul>	
<p><b>Admin Tasks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure UWA PABX details are correct</li> <li><input type="checkbox"/> Update door sign</li> <li><input type="checkbox"/> Update mail tray label</li> <li><input type="checkbox"/> Update mailman distribution lists</li> <li><input type="checkbox"/> Update contact information on CET website</li> <li><input type="checkbox"/> Update Staff / Student details in location Z:\NEW\About CET\Staff &amp; Students\Phone Lists OR Visitor details in Z:\NEW\About CET\Visitors\CET- Robert St Bld Accommodation &amp; Visitors</li> <li><input type="checkbox"/> Create code for photocopier on level 2</li> <li><input type="checkbox"/> Email SEE for access to Robert Street Building and Microscopy Lab (access takes up to 48 hours)</li> <li><input type="checkbox"/> Email new starter relevant meeting dates / calendars</li> </ul>	<p><b>Admin</b></p>

# ***CET Student information***

*All new Students to the CET must complete this form as part of the induction.*

Name	
Student Number	
Staff number	
Personal email	
Theme	
Home Address (Australian)	
Mobile (Australian)	
Home number (Australian)	
Emergency Contact name	
Emergency Contact relationship to you	
Emergency Contact number	
Passport number	
Supervisor	
Co-supervisor	
Project name	
Project Grant	
Estimated completion date	

# *CET Staff information*

*All new Staff to the CET must complete this form as part of the induction.*

Name	
UWA Number	
Personal email	
Theme	
Home Address (Australian)	
Mobile (Australian)	
Home number (Australian)	
Emergency Contact name	
Emergency Contact relationship to you	
Emergency Contact number	
Passport number	

I ..... confirm that my induction to the

Centre for Exploration Targeting has been completed on ..... (Date)