☑ Graduate Program
Supervisor Checklist for new Graduates

This checklist is to be used as a guide when inducting new graduates. Familiarise yourself with the list prior to the new graduate commencing. You should also visit Leading at the ACMA on the intranet to read up on key people policies and manager responsibilities.

Please note – some of these won't apply if your graduate is commencing with the ACMA working from home.

PRIOR TO COMMENCEMENT

- ☐ Ensure workstation is ready for use by providing the necessary stationery and computer equipment
- ☐ Develop a resource folder for the graduate, including: division phone lists, org structure, important documents, etc. (this can be via email)
- ☐ Email team members advising of the new graduate's commencement date.
- ☐ Identify and prepare a role outline and duties to discuss for the rotation.

FIRST DAY IN WORK AREA

- ☐ Provide a brief overview of the ACMA and the division their rotation is in.
- ☐ Show the graduate around the office e.g. kitchens, bathrooms, lifts, first aid room, print room
- ☐ Ensure the graduate is aware of the emergency evacuation procedure.
- ☐ Discuss their first couple of days and invite to any planned meetings. Ensure the Induction Schedule is reviewed and agreed on
- ☐ Provide an overview of the role and responsibilities of the new graduate, team members, supervisor and/or manager and team functions.
- ☐ Discuss your expectations of hours of duty, flex time and notification of absences/leave. Formal information will be provided during the Graduate Induction.
- ☐ Make necessary introductions to the team, branch and section heads.
- ☐ Help the graduate become equated with their workstation:
  - ☐ Demonstrate how the screens, chair and desk are adjustable,
  - ☐ Advise how an ergonomic assessment can be organised.
    Note: Please contact the Graduate Coordinator if assistance is required
- ☐ Assist the graduate with their computer login. Check that they have access to all required systems and demonstrate the use of the following:
  - ☐ Intranet pages
  - ☐ ESS
  - ☐ ICT Service Desk
  - ☐ Content Manager
  - ☐ InSync
  - ☐ Learnhub
  - ☐ SharePoint

- [ ] Discuss mandatory training on Learnhub and provide time to commence the eLearning induction program modules.

FIRST WEEK IN WORK AREA

- [ ] Schedule regular meetings with the graduate to discuss progress over the rotation period
- [ ] Discuss the following with the graduate at the first weekly meeting:
    - [ ] Performance and conduct standards
    - [ ] Graduate Performance and Development Plan (this needs to be completed within the first two weeks of their rotation)
- [ ] Meeting with Section Manager
- [ ] Encourage graduate to complete eLearning induction program modules:
    - [ ] APS Induction Program
    - [ ] Bullying and Harassment
    - [ ] Security
    - [ ] Health, Safety and Wellbeing

SECOND WEEK IN WORK AREA

- [ ] Catch up with the graduate to clarify priorities, provide assistance and direction and answer any questions or concerns they may have. Ask the graduate questions to assess how they are feeling and settling in
- [ ] Ensure the graduate has completed the first week induction eLearning requirements
- [ ] Encourage graduate to complete second week eLearning module requirements:
    - [ ] APS Values and Principles
    - [ ] Privacy Awareness

THIRD WEEK IN WORK AREA

- [ ] Catch up and clarify understanding on key induction materials.
- [ ] Ask the graduate for their feedback, such as if there is any further support they require or if there was something they would like you or the team to do differently
- [ ] Ensure the graduate completes eLearning modules

THROUGHOUT THE ROTATION

Continue to conduct weekly catch ups with the graduate to clarify priorities, provide assistance and direction and answer any questions or concerns they may have.

Complete the Graduate Performance and Development Plan prior to the end of rotation and send to People Strategy.