



Let's talk about:

- ACU Induction Program
- Your contract / engagement
- Your probation (if applicable)
- Your role and position within the work unit
- The ACU Capability Development Framework
- ACU's organisational structure
- Your work schedule/pattern
- Breaks / absence notification methods Work area,
- Bathroom and staff room location Campus
- Canteen location
- Emergency Exits / Procedures
- First Aid supplies
- ACU's phone system including voicemail and directory
- Financial delegation
- Staff Connect
- ACU Website (Intranet)
- Progress Plan
- Incremental Progression
- Local office protocols and procedures

Have you been issued with?

- Keys and staff card
- Desk, chair, computer and stationery
- Telephone and contact number Email
- Account and login details

Do you have any questions that require following up? If so, write them here:

This information is to be followed up by:

(insert date)

