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STELLENBOSCH UNIVERSITY
CHECKLIST FOR INDUCTION OF NEW SENIOR MANAGERS
(Job levels 4–1)

Name of employee	
UT number	
Date of appointment	
Job title/name of position	
Environment/department/division	
Direct line manager	

BEFORE EMPLOYEE STARTS WORKING		
Action	**Person responsible**	**Date completed**
Register for e-mail, network and other electronic communication facilities	Personal assistant (PA) of the head of the responsibility centre (RS)[1] together with the PA of the senior manager concerned	
Add contact details to the e-mail system's services directory	PA of the RS head[1] together with the PA of the senior manager concerned	
Update web page (of University and environment) with new senior manager's details.	PA of the RS head[1] together with the PA of the senior manager concerned	
Arrange appointments for introductions to senior colleagues (such as the Rector's Management Team)	PA of the RS head[1] together with the PA of the senior manager concerned	
Ensure that the new senior manager's work area is appointed with all necessities (e.g. computer/furniture/name plate/diary/stationery/ other relevant equipment)	PA of the RS head[1] together with the PA of the senior manager concerned	

Action	Person responsible	Date completed
Have the 'welcome package' (welcome letter/ documents/information) ready on the new senior manager's desk	PA of the RS head[1] together with the PA of the senior manager concerned	
Inform the rest of the environment of the appointment	PA of the RS head[1] together with the PA of the senior manager concerned	

WITHIN A WEEK AFTER APPOINTMENT		
Action	**Person responsible**	**Date completed**
Welcome the new senior manager, and give him/her a copy of this induction programme	RS head[1] and PA of the RS head[1] together with the relevant HR Practitioner	
Inform new employee about area on HR Website (http://www0.sun.ac.za/hr/) (*On-boarding*) where relevant information can be obtained	PA of RS head[1]	
Introduce the new senior manager to senior colleagues (the Rector's Management Team)	RS head[1]	
Introduce the new senior manager to colleagues in the immediate environment	RS head[1]	
Take the new senior manager on a tour of the immediate work environment	RS head[1]	
Obtain a staff card	Senior manager's PA	
Obtain vehicle registration and parking disk	Senior manager's PA	
Ensure that all the necessary Human Resources documents (as well as other relevant documents) be completed	Human resources practitioner	
Arrange appointments with role players from Human Resources: • Chief director/functional heads • Staff plans • Remuneration • Management information systems • Employee relations • Wellness • Legacy Project • Mentorship • AC(S) and support services processes • Performance management • Diversity/Code for Management Practices	Human resources practitioner Senior manager's PA arranges meetings with relevant HR staff members	

Action	Person responsible	Date completed
Discuss the organisational and environmental structures	RS head[1]	
Discuss aspects such as the Rector's Management Team, the SU Council and Council's committees, the SU Senate and Senate's committees, the Institutional Forum, other standing committees and decision-making processes.	RS head[1]	
Discuss: • Institutional Intent and Strategy • Vision and mission • Institutional plan • Strategic management indicators	RS head[1]	
Discuss the environmental business plan/objectives	RS head[1]	
Provide and discuss the job description	RS head[1]	
Explain SU's performance management system	RS head[1]	
Discuss the work agreement and personal development plan with reference to the performance management system	RS head[1]	
Explain how SU's internal communication works	RS head[1]	
Explain communication processes (such as staff meetings) in the new senior manager's own environment	RS head[1]	
Discuss activities/priorities for the first week and month	RS head[1]	
WITHIN A MONTH AFTER APPOINTMENT		
Action	**Person responsible**	**Date completed**
Have a feedback discussion about the course of the new senior manager's "induction programme".	RS head[1]	
Ensure that the personal development plan is completed	RS head[1]	
Ensure mutual approval of the work agreement	RS head[1]	

Action	Person responsible	Date completed
Arrange appointments with relevant role players/heads of other environments: • Institutional Advancement • Communication and Liaison • Development and Alumni Relations • Library • Information Technology • Finance • Registrar • Community Interaction • Research Development	PA of the RS head[1] together with the senior manager's PA	
Add the "induction programme" to the agenda of weekly meetings between the RS head and the new senior manager. Meet every week to clarify uncertainties and determine progress	PA of RS head[1]	
WITHIN THREE MONTHS AFTER APPOINTMENT		
Action	**Person responsible**	**Date completed**
After 90 days, provide informal feedback to the Human resources practitioner about the new senior manager's progress	Human resources practitioner	
Send checklist to HR Practitioner to place on staff member's personal file	PA of senior manager	

_____   _____

SENIOR MANAGER: Signature   **Date**

_____   _____

RS HEAD: Signature   **Date**