International Centre for Radio Astronomy Research

Arrival of new students/staff – Supervisor/Line manager checklist

Tick off as completed:

☐ **Web forms**: make sure new staff/students have filled the on-line forms: https://www.icrar.org/about/visitors/new-student-form/ https://www.icrar.org/about/visitors/new-staff-form/

☐ **Induction**: ICRAR: Organise meeting with ICRAR COO Renu Sharma. UWA: make sure to attend the staff orientation day.

☐ **ICRAR structure**: briefly describe ICRAR's structure (e.g., executive, science units, seniors, etc.) and point the new arrival to the ECRs or student representative at the seniors' meetings.

☐ **ICRAR Mentoring scheme**: Strongly encourage to take advantage of it. Info on the current coordinator of Mentoring scheme can be found on the ICRAR/DEI webpage (www.icrar.org/dei)

☐ **Development, Equity and Inclusion (DEI) Committee**: briefly introduce the role of the committee and – in particular – the DEI/Wards scheme. See www.icrar.org/dei for most up-to-date info on the committee. Make sure you mention a) committee KPIs and members, b) Wards responsibilities and who they are, c) DEI info on notice boards, d) Anonymous feedback mailbox on second floor and online form.

☐ **Student's survival guide**: This is available at this link and – although focused on students – it can be very useful for new staff (https://www.icrar.org/intranet/icrar-fairway-student-information/)

☐ **Weekly events**: go through the recurring weekly events (e.g., AMT, group meetings, seminars, students review, Friday morning tea, etc.)

☐ **Major events**: Make people aware of ASTROFEST, ICRARcon, UWA Open Day typical dates, as well as point them to any major event/conference currently organised by ICRAR.

☐ **Mailing lists**: make sure s/he is added to all relevant mailing lists (e.g., icrar-all, icrar-fairway, etc.)

☐ **Funding**: Clearly outline funding available during appointment and procedures to access it. For students, budget info is available here: https://www.icrar.org/intranet/icrar-fairway-student-information/ For staff, point them to the UWA research office and its mailing list.

☐ **Travel/Procurement/Reimbursement**: Briefly describe how travel and IT procurement should be arranged, as well as reimbursement procedure.

☐ **Leave**: Discuss types of leave and rules at UWA. For staff, stress that they need to make sure not to accumulate too much leave, as this is a liability for the University.

☐ **Student supervision:** If PDRA is interested in student supervision, discuss opportunities available.

☐ **Code of conduct and code of ethics**: Go through the UWA codes of conduct/ethics http://www.hr.uwa.edu.au/policies/policies/conduct/code

☐ **Teaching**: Make sure new students are aware of courses offered as part of the Master program and are given opportunity to attend if interested.

☐ **Outreach**: Describe range of outreach activities organised, introduce them to the outreach team and encourage new students/staff to contribute to outreach activities.

Supervisor sign: _____

Return signed form to ICRAR Admin

For more info, please also refer to the ICRAR/UWA staff and student handbook available on the intranet https://www.icrar.org/intranet/documents/