

Centre for Remote Sensing and Spatial Information Science

Induction Manual



**An Induction Manual for New Staff and Post Graduate Students:
Centre for Remote Sensing and Spatial Information Science
The School of Geography Planning and
Environmental Management
The University of Queensland**

June 2009

Part 1: Outline

The purpose of the CRSSIS induction process is to get new members familiar with centre staff, students, resources and procedures. At the end of the induction process it is expected that the new member will know the key contacts and where to access resources.

Supervisor Responsibilities

The supervisor is to assign the new member a mentor. The mentor will preferably be in a similar field to the new staff/student member.

Mentor Responsibilities

The mentor is responsible for introducing the new member to other staff and students within the centre and key contacts in the School. They are to ensure that the induction checklist is completed within the recommended time frame. The mentor will also act as the first point of contact for questions regarding the operational aspects of CRSSIS. The mentor should explain the timeframe for completing tasks.

General Information

General Information about resources and procedures can be found in the Research and General Staff Induction document available on the website at
<http://intra.gpa.uq.edu.au/staff/forms.asp>

Part 2: Checklist

To be completed by the new member with guidance, where necessary, from the mentor.

General Access

Item	Time Frame	Guideline / Point of Contact	Complete
1. Desk/office assigned and key obtained	ASAP	- Supervisor to assign office space - see Alan for keys	
2. Computer provided and computer access/login	ASAP	- Supervisor to assign computer - see Jurgen for access.	
3. Meet Jurgen	ASAP	- mentor to introduce	
4. Meet Alan	ASAP	- mentor to introduce	
5. Be aware of internet access rules/limits	ASAP	- mentor/links to website	
6. Be placed on CRSSIS mailing list	1 week	- see Stuart or Jurgen	
7. Have access to appropriate network drives	1 week	- see Jurgen	
8. Photocopy code and access to copy room	2 weeks	- see Alan	
9. Aware of after hours access to the building	2 weeks	- see Alan	
10. Printer credit/how to obtain more	1 week	- see Alan/mentor	

Administration

Item	Time Frame	Guideline / Point of Contact	Complete
1. Meet administration staff	ASAP	Supervisor	
2. Meet finance staff	ASAP	Supervisor	
3. Have obtained a staff/student ID card	ASAP	Supervisor	
4. Have been assigned a pigeon hole for internal and external mail (CRSSIS)	2 weeks	Office staff	
5. Aware of myUQ and ESS	1 week	HR/Finance should tell you about this during induction process UQ Sign In: https://www.uq.edu.au/security/uqsignin/ ESS: https://aurprod.ess.uq.edu.au/aurprod/servlet/wrd/run/ew072_ess_today	

6. Aware of the university's induction process (staff)	2 weeks	HR/Finance tells you about this during induction process.	
7. Aware of library induction	2 weeks	Alan tells you about this during induction process. https://www.library.uq.edu.au/training/	
8. Make sure details are given to library system, doesn't necessarily automatically happen (i.e. can you borrow from the library?)	as needed	Library staff	
9. Meet the School's ethics officer. Familiarisation with the ethics application process	6-12 weeks	Supervisor and ethics officer.	
10. Meet the School OH&S officer and complete OH&S requirements including administration flowcharts	2 weeks	Supervisor and GPEM OH&S officer and Building OH&S officer.	
11. Become aware of research support funding for students	2 -6 weeks		

Centre and School Resources

Item	Time Frame	Guideline / Point of Contact	Complete
1. Meet all CRSSIS staff and director	2 weeks	Supervisor/mentor	
2. Meet all CRSSIS students	3 weeks	Supervisor/mentor	
3. Know where to look for list of School resources and familiar with School resources available	4-6 weeks	www.gpem.edu.au http://www.gpem.uq.edu.au/school/equip_booking.asp http://www.gpem.uq.edu.au/CRSSIS/facilities.htm http://www.gpem.uq.edu.au/school/Borrowing_policy.pdf When have login access: http://intra.gpa.uq.edu.au/	
4. Know where to look for discipline specific field work resources and know the centre resources available	4-6 weeks	www.gpem.uq.edu.au/CRSSIS/ http://www.gpem.uq.edu.au/CRSSIS/facilities.htm Also refer Skills Matrix (Revised Skills Matrix in Progress) When have login access: http://intra.gpa.uq.edu.au/	
5. Know where to look for discipline specific datasets	4-6 weeks	\\Brg-tau\\Data\\1data\\Prima\\ESRI_data_and_maps Other paths?	

6. Know where to look for software and be familiar with what software is available	6-12 weeks	<p>http://www.gpem.uq.edu.au/CRSSIS/facilities.htm</p> <p>\\atlas\x_install\osgeoPackages</p>	
7. Know where to find & how to use the CRSSIS equipment organiser	6-12 weeks	<p>\\Atlas2\crssis\BRG_Equipment_schedule\BRG equipment organizer.xls</p> <p>http://www.gpem.uq.edu.au/CRSSIS/facilities.htm</p>	
8. Know where to look to find an expert and be familiar with the discipline areas of each staff/student member	1-4 weeks	<p>Skills matrix: \\Atlas2 (Revised Skills Matrix in Progress)</p> <p>http://www.gpem.uq.edu.au/crssis/people/</p>	
9. Know where to look for publications by members of CRSSIS, including published reports and conference proceedings.	4-6 weeks	<p>\\Atlas2\CRSSIS\Endnote\staff_student_publications</p> <p>(Please read text file for an explanation of endnote libraries)</p>	
10. Know where to look for tutorial resources	2-6 weeks	<p>Maybe put links to common ones like ERDAS and ArcMap</p> <p>http://training.esri.com/gateway/index.cfm (approach Jurgen for login details)</p>	
11. Add skills to skills matrix and inverse skills matrix	2-6 weeks	<p>\\Atlas2 <i>Note: REVISED SKILLS MATRIX IN PROGRESS</i></p>	
12. Have a page on the website and have added project details to the Centre website – contact website manager	2-6 weeks	<p>When have login access: http://www.gpem.uq.edu.au/CRSSIS/update/</p> <p>\\Www\Websites\GPEM\CRSSIS</p> <p>Consult with Jurgen</p>	

Funding, Rules and Regulations

Item	Time Frame	Guideline / Point of Contact	Complete
1. Familiar with additional funding that is available	6-12 weeks	http://www.gpem.uq.edu.au/students/forms.htm RHD handbook and funding rules	
2. Familiar with rules regarding funding for travel	6-12 weeks	http://www.gpem.uq.edu.au/students/forms.htm RHD handbook and funding rules	
3. Familiar with procedures required for approval and submission of ALL research proposals, requests for funding and travel, research contracts/subcontracts, appointment of staff, appointment of visiting staff, and supervision of students. Discuss with CRSSIS director, Stuart Phinn, s.phinn@uq.edu.au	2-4 weeks	Discuss with CRSSIS director, Stuart Phinn, s.phinn@uq.edu.au	
4. Been guided through the School's OH&S procedures and aware of field work forms.	2-4 weeks	http://intra.gpa.uq.edu.au/OHS/	
5. Applying for reimbursement of expenses	6-12 weeks	Finance staff have expense forms	

Part 3. Feedback

During your induction process, what did you learn that is missing from this checklist?

Please let us know how the process can be improved. Feedback can be provided to Cecily Weld (CRSSIS) – c.weld@uq.edu.au or Lara Atzeni (GPEM) – l.atzeni@uq.edu.au