

Onboarding new employees and PhD students

Work processes in connection with onboarding employees and PhD students

Tasks prior to arrival				
	Tasks	The Secretariat is responsible	The hiring manager/supervisor is responsible	The Secretariat will assist on request
Welcome letter	Send welcome email with practical info including AU's digital welcome package, setup of IT, parking, info on access card (ordering), keys etc.	x		
Allocation of roles and planning of intro programme	Agree on allocation of roles. Who is the contact person/buddy***? If the hiring manager cannot solve the tasks him/herself, who is responsible? Information to relevant colleagues about arrival.		x	
	Prepare a programme for the first working day and welcome of the employee - what must be ready and who is responsible? Note tasks described further down under "The first working day/week and the following 30 days". Send an email to the employee with a plan for the first day, including meeting time and place.		x	
	Prepare a programme for the first 30 days (what should the employee start doing, who should he/she meet etc.). Book a meeting with the immediate manager on the first working day, on an ongoing basis and approx. 3 months after start of employment.		x	
	Book a meeting with the Department's occupational health and safety representative - introduction to occupational health, safety and preparedness.		x	
Office and workstation	Allocation of office space		x	
	Purchase/acquire table, office chair, lamp		x	X
	Establish pigeonhole	x		
IT	<u>Order a PC and other related equipment (screen, keyboard, mouse, laptop, etc.)</u>		x	
	Order mobile + sim card/phone number		x	
	Registration in HR systems + allocate AU mail address	x		
	Add to mailing lists	x		
	Add to section shared drive		x	X
	Create a folder for an AU Working Hour form at SharePoint – Only TAP employees	X		
International staff	* <u>Relocation Service</u> offers an additional service and assistance to new employees at postdoc level and above.		x	
	<u>International Staff.au.dk</u> contains a wide range of useful practical information about housing,			

	insurance etc.: Pre arrival - On arrival - Living in Denmark - Leaving Denmark			
	NOTE: scholarships and insurance conditions Forsikring (au.dk)			
The first day at work/week				
	Tasks	The Secretariat is responsible	The hiring manager/supervisor is responsible	***Buddy/contact person
Welcome	Welcome the employee on the first day of work and inform about the intro programme. Morning coffee with the rest of the section (with a brief presentation round)		x	
	Allocate office space and ensure that the employee gets an access card and fills out the key receipt . Physical keys can be picked up at the secretariat on Tuesdays and Thursdays between 10-12. They can also be picked up in the key pigeon hole of each mail room.		x	
Introduction to physical setting	Introduction to the physical setting/tour (pigeonholes - mention that PhD students and postdocs each have one common pigeonhole), office supplies, kitchen facilities, coffee/tea, canteen, toilets, changing rooms, laboratories, etc.)			X
Social introduction	Introduction to the Department's employees - presentation of new employee per mail to the section or at a section meeting.			X
	Introduction to social events e.g. bread schemes.			X
Introduction to the professional aspects of the job	Meeting with immediate manager about tasks, expectations, introduction programme etc.		x	
	Meeting with relevant colleagues.			
Intro to IT	Help with setting up mobile and IT equipment; setting up PC and connection to network (VPN, Eduroam), printer etc. If necessary, contact Nat-Tech IT Support.		x	
	Fill in the statement of truth if the work mobile is not used privately**			
Meetings	Forward invitations to Department meetings, section meetings, team meetings and other relevant meetings.		x	x
	Ensure that the employee participates in AU's introductory seminar for new employees <ul style="list-style-type: none"> • AU's digital welcome • AU's intro seminar for new international employees • BIO Welcome meeting • Compulsory course in research integrity (VIP only). 		x	

Photo board and door sign	Inform the employee about staff photography for photo boards and door signs.			x
Fixed-term assistant professors****	Book a meeting between the assistant professor and the head of the department to align expectations on the assistant professor's employment and to discuss the career plan.		x	
The following weeks				
	Tasks	The Secretariat is responsible	The hiring manager/supervisor is responsible	***Buddy/contact person
Intro to web og relevant programmes.	Bio.staff.au.dk , where all relevant information can be found, along with contacts for those who can assist, as well as an overview of the Code of Conduct that we follow here at the institute.	x		x
	Intro to Outlook (summon meetings, book meeting rooms, book AU cars).		x	x
	Intro to PURE . For support send mail to pure@au.dk		x	x
Office/photo	Make a door sign for the office and upload a photo in Pure. Remind the employee to send an email to the HR secretary with office number and work mobile number (for Pure) AU Biology - Medarbejdere - Dørskilte og fotografering			x
Registration in administrative systems, ordering of credit card etc.	Create access to administrative systems; IndFak, CWT, Workzone etc. (created on the employee's initiative).	x		
	Ordering of AU Mastercard (contact the Secretariat if needed).	x		
Reminder mail/follow-up on practical things	Did you remember? X photo for door sign, pure and photo board. X check holiday status. X etc.	x		
Work environment	Ensure introduction to technical aids and safety rules in laboratories via the section occupational health and safety representative		x	
	Introduction to the section's working environment representative. intro to working environment representative		x	
	Make sure to inform the person in question about the emergency plan, defibrillator, first aid and fire alarm by the working environment representative.		x	
Social events	Make sure to bring the new colleague to social events, coffee meetings etc. Follow up and ask how everything is going.			x

Introduction to the professional aspects of the job	The section introduces to teaching and research.		x	
Introduction to business travels	<p>Ensure that the new colleague is aware that employees with chronic illnesses have different insurance terms than other employees.</p> <p>According to FAQ concerning insurance: <i>Employees suffering from a chronic illness who are going travelling on business should therefore contact Europæiske for advance confirmation of cover.</i></p> <p>The information can be found on the travel insurance site.</p>		x	

* HR sends this information out when in dialogue with the new employee about the contract etc. Feel free to remind the new employee of this as well.

** Fill in the [statement of truth](#) declaration and send the form to the HR secretary (Emilia Djomina Hansen or Sissel Rønning), who will ensure correct registration in AU's multimedia taxation system and file the form in the personnel file in Workzone.

*** Description of buddy/contact person's tasks:

- Go to person for the first three months
- Show around the Biology surroundings – introduce to the physical surroundings (kitchen, toilets, etc.)
- Responsible for taking the new employee to social activities – introduce the employee to the section/new colleagues. Check up and ask how the new colleague is doing.
- Make an office door sign, upload a picture in Pure and send it to the photo board.

**** Tenure track assistant professors and senior VIP have their own onboarding list