

Checklist onboarding new employees Department of Biomedicine

Updated 22-12-2020

Checklist for the onboarding of: NAME

Read more here

<https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/onboarding/>

BEFORE START DATE					
	Tasks	Task responsible		Help	Check
		Department financed and PI	External financed VIP/TAP		√
Roles	Who will welcome the new employee the first day		PI/research group		
	Who is responsible for the introduction	SDD leader	PI/research group		
	Who is the mentor (if relevant)	SDD leader	PI/research group		
Office and laboratorie space	Find office and laboratorie space for the employee - incl. office space for group members	SDD leader	PI/research group		
	Organize the office incl. sign on the door	Secretariat	PI/research group		
Communication to the new employee	Welcome letter and plan for Day 1 and the intro period	SDD leader	PI/research group		
	Links to International Academic Staff and Housing (if relevant)	Secretariat	PI/research group	Secretariat	https://ias.au.dk/
	Introduce to project economist (for PI)	Secretariat			
	Link to Research support (if relevant)	Secretariat	PI/research group	Secretariat	https://medarbejdere.au.dk/en/administration/researchandtalent/research-support/
Access card and keys	Order access cards and keys	Secretariat	PI/research group	Secretariat	
Communication - colleagues	Inform colleagues, the relevant teaching team leader and the research theme coordinator	SDD manager	PI/research group		
	Presentation in newsletter, at a meeting etc.	Secretariat	PI/research group		
IT	Order computer etc. (e.g. screen, keyboard, mouse) and credit card	Secretariat	PI/research group	Secretariat	
	E-mail address and IT welcome mail	Secretariat	PI/research group		
	Set up in relevant systems (e.g. Indfak, RejsUd)	Secretariat	PI/research group	Secretariat	
	WIFI and VPN	Secretariat	PI/research group	IT support	
Intro programme	Planning of the day 1 and the intro period	SDD leader	PI/research group		
	Send Outlook invitations for relevant meetings	SDD leader	PI/research group		
Outlook invitations	Send invitation for Meeting for New Employees at the Department and registration for AU Introduction Day	SDD leader	PI/research group		
	Plan follow-up meetings with nearest leader	SDD leader	PI/research group		
DAY 1					√
Welcome	Welcome the new employee, for instance a bouquet of flowers, bread/coffee meeting with the nearest colleagues	SDD leader	PI/research group		
Guided tour	Meet relevant people/places (print room, canteen, toilets, secretaries etc.)	SDD leader	PI/research group		
Social/academic introduction tour	Head of Department/Group leader, mentor, group/nearest colleagues	SDD leader	PI/research group		
Office and IT	Show office/lab space, help with the IT setup/network drives/print	SDD leader	PI/research group	Secretariat / Facility Management	
Relevant websites	Introduce relevant wedsites: au.dk biomed.au.dk biomed.medarbejdere.au.dk https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/ https://medarbejdere.au.dk/en/informationsecurity/tips/	Secretariat	PI/research group		
Acces card og keys	Hand out keys and access card	Secretariat	PI/research group	Secretariat	
MONTH 1 -3					√
Intro relevant IT systems	Intro IT Helpdesk, Pure, WorkZone, Indfak, RejsUD	Secretariat	PI/research group	Secretariat	
Economy	Meeting with project economist (if PI), intro to relevant project/activity numbers	Secretariat	PI/research group	Secretariat	
	Introduction to procurement agreement	SDD leader	PI/research group		
Working environment	Intro to general safety at AU/the department (alarm systems, evacuation plans, meeting point the case of evacuation)	SDD leader	PI/research group		
	Introduction to safety and rules for laboratory work (if relevant)	SDD leader	PI/research group		
	Introduction to the working environment organization at the department	SDD leader	PI/research group		
	Sign up for relevant courses regarding safety	SDD leader	PI/research group		
Academic introduction	Introduction to the research team and teaching area (if relevant)	SDD leader	PI/research group		
	Introduction to the (reserach) group and tasks	SDD leader	PI/research group		
	Information about responsible conduct of research + sign up for the mandatory course	SDD leader	PI/research group	Secretariat	https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/
	Info about relevant news letters	SDD leader	PI/research group		
	Introduction to the AU and Department Strategy	SDD leader	PI/research group		https://international.au.dk/about/profile/strategy/
	Info about Danish course - for non-Danish speakers (mandatory for permanent VIP)	Secretariat	PI/research group		https://medarbejdere.au.dk/en/administration/hr/organisational-learning-and-development/courses/
Staff policy	Introduction to staff policy and other relevant HR related issues - incl. offensive behaviour	SDD leader	PI/research group		https://medarbejdere.au.dk/en/administration/hr/
	Information on working hours, absence etc.	SDD leader	PI/research group		
Social introduction	Information on relevant social activities/networks	SDD leader	PI/research group		
	Presentation of employees in relevant forums	SDD leader	PI/research group		
Follow-ups and mentoring	Agreement on ongoing follow-up meetings and mentoring	SDD leader	PI/research group		