**Checklist for introduction**

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| **Activity** | **Responsible** |
| Planning before arrival | |
| * Send an e-mail with a link to the Uppsala University introduction for new employees: https://mp.uu.se/c/perm/link?p=608475277 | Manager/equivalent |
| * Set up a schedule for the introduction and contact those who will participate in the introduction. | Manager/equivalent |
| * Allocate time for planning of the introduction and for the introduction itself. Think about which groups/individuals that need to be involved in the introduction. | Manager/equivalent |
| * Plan the first duties. | Manager/equivalent |
| * Plan for weekly/monthly introduction activities of both informal and formal character. The new co-worker can also be approached to provide ideas of what they think would be valuable. * Try to make the new employee feel included and try to facilitate the building of working relations with other co-workers/groups | Manager/equivalent |
| * Plan for individual follow-up meetings in the introduction schedule. | Manager/equivalent |
| The work place | |
| Prepare work equipment and work place (decide where the person will sit, do we have a desk, office chair etc.?)   * Computer, telephone * AKKA ( e-mail etc.) * Authorizations to different UU administrative systems (depending on type of employment) * Order a door plate if applicable and a name tag for the mailboxes. |  |
| * Perhaps assign a mentor at the department/eqvivalent | Manager/equivalent |
| * Inform the colleagues of the new employee, of their starting date and any practical issues. | Manager/equivalent |
| Registration to introduction for new employees and courses   * Welcome day for new employees at Uppsala University * Other area/profession specific introductions | Manager/equivalent |
| The first day of employment and the first few weeks/months | |
| * Inform the new co-worker of what expectations you have. This can include expectations of being physically present at certain types of meetings, working hours, when the co-worker is expected to be available on the phone etc. Transparency is especially important when work is done remotely/partly remotely. Are there informal rules that should be communicated? | Manager/equivalent |
| * Go through the introduction plan with the new co-worker regarding content and time plan. | Manager/equivalent |
| * Inform the co-worker of the means of communication, and how/when we use them for ex. zoom, outlook etc. | Manager/equivalent |
| * Inform the co-worker about which digital groups/information channels that he/she should subscribe to. (Bloggs, MP-groups, e-mail lists, etc.) |  |
| * Tour the workplace and introduce the new co-worker to the colleagues. * At the same time, point out the common room, kitchen, meeting rooms, lavatories, mail facilities, archive etc. You should also show where to find first-aid material and emergency exits and the instructions in case of fire. |  |
| * Describe the working tasks (for the first period of time at work). Inform the new employee to whom he/she can turn if questions arise. | Manager/equivalent |
| The first day of employment and the first few weeks/months - practical details | |
| * Ensure that the new co-worker has a functioning access card and necessary office material. |  |
| * Provide information regarding routines for sick leave, how to apply for leave of absence, flexitime, A-tax form, residence registration and civic registration number, open a bank account and how to register this with Nordea, Försäkringskassan etc. If work is done remotely, this meeting can be scheduled digitally, via e.g. zoom. | Local HR |
| * Provide a contact list of phone numbers and email addresses to people/support channels. |  |
| * Ensure that the new co-worker recieves information about and is invited to recurrent meetings within the work group/at the work place. |  |
| * Show the department’s webb page. Also go through where to find local documents on the server. |  |
| * Describe the organization of the work, how many people work there, what do the closest co-workers work with and what is there function. |  |
| * Inform about the local labor unions and about who the safety representative is and about safety regulations. |  |
| Within six months |  |
| * Ensure that the new co-worker is registered for and is provided the opportunity to participate in the central introduction for all new employees by UU.. | Manager/equivalent |
| * A second follow-up dialogue is carried out. Ask for feedback. What was useful in the introduction, and what can be improved? * Has the new employee observed development possibilities when it comes to working tasks and routines? | Manager/equivalent |