**Induction checklist: new employees**

|  |  |
| --- | --- |
| **Activity** | **Person responsible** |
| **Planning before arrival** | |
| * Send email with link to induction for new employees <https://mp.uu.se/c/perm/link?p=608475277> | Manager/equivalent |
| * Draw up an induction schedule and contact the people who will be taking part in the induction. | Manager/equivalent |
| * Allow time for planning the induction. Consider which groups/individuals in the workplace need to be involved in the induction. | Manager/equivalent |
| * Make a plan for the initial tasks. | Manager/equivalent |
| * Schedule weekly/monthly introductory activities of both an informal and formal nature. What does the employee feel would be valuable? Add these to the induction plan. * Emphasise making the new employee feel included and building relationships | Manager/equivalent |
| * Schedule review meetings and include these in the induction plan | Manager/equivalent |
| * Consider whether the person should have a mentor at the department/equivalent |  |
| * Inform the department/equivalent that a new employee is starting | Manager/equivalent |
| Registration for inductions and courses   * Induction day for new employees at Uppsala University * Potential area-specific/profession-specific induction |  |
| **Prepare workspace** | |
| Prepare workspace and work equipment   * Workspace (determine where the person will sit, is equipment in place, etc.?) * Computer and phone * AKKA (permissions, email, etc.) * Order a name plate and mailbox, etc |  |
| **The first day and immediate period thereafter** | |
| * Welcome the new employee and be available for questions. | Manager/equivalent |
| * Run through the structure of the induction together with the new employee in terms of content and time planning. | Manager/equivalent |
| * Run through [the Staff Policy](https://www.regler.uu.se/dokument/?contentId=1051074) and how it is used at your department/equivalent. | Manager/equivalent |
| * Run through expectations of you as a manager and of the new employee. This could relate to expectations to be physically present at certain types of meetings, working hours, when the employee is expected to be available by phone, email, etc. Clarity about this is especially important when working remotely/partially remotely. Are there informal rules of procedure that the new employee cannot read up on? | Manager/equivalent |
| * Explain to the employee how we communicate with each other, which contact methods we use and how and when we use them, e.g. Zoom, Outlook etc. | Manager/equivalent |
| * Tell the employee about the digital groups/information channels that can be good to join (blogs/Staff Portal groups/mailing lists/other). |  |
| * Take a tour of the workplace and introduce the new employee to colleagues. * Show them where lunchrooms, meeting rooms, toilets, mail and fax/copying facilities and archives are located. * Show them where first-aid equipment and emergency exits are located and explain fire alarm procedures. |  |
| * Go through their tasks for the first time. Lay out who the employee can turn to for support in various matters. |  |
| **The first day and immediate period thereafter – practical aspects** | |
| * Arrange access cards and any office supplies. Make sure work equipment is working. |  |
| * Go through information about procedures concerning sick leave, how to apply for leave, flex hours template, A-tax certificate, national population register and social security number, open and register bank account, Försäkringskassan, etc. If the person is working remotely, this meeting can be scheduled digitally via e.g. Zoom. | Local HR |
| * Provide a contact list with phone numbers and email addresses of people/support channels (IT systems, similar) that you can think of. |  |
| * Ensure that the new employee receives information about – and is invited to – regular meetings with the work group/at the workplace. |  |
| * Go through the website, shared folders etc. |  |
| * Inform them about how the workplace is organised, the number of employees, work colleagues’ tasks and functions. Focus on those who collaborate with new employees/connect with relevant colleagues. |  |
| * Inform them about employee organisations, safety regulations and safety representatives. |  |
| **Within six months** |  |
| * Additional follow-up calls. Ask for feedback. What has been positive about the induction and the initial period? What can we improve? * What development opportunities does the new employee see in various tasks/procedures? Pick these up while the new employee is still new. | Manager/equivalent |
| * Follow up whether the new employee has participated in the University's induction, both the digital part and the physical meeting, as well as any other relevant training to be carried out. | Manager/equivalent |