

On boarding for new employees at AAU ABS (a tool for managers)

Checklist for all new employees:

Before arriving		
Tasks	Responsible	X
Registration in IDM	HR-team	
Send welcome letter regarding: <ul style="list-style-type: none"> • AAU-card / AAU-ID • E-mail address • PC • Phone (Skype for business) • Links to various staff policies • Vacation rules, notification of illness • Link and guide to AAU's online GDPR training 	HR-team	
Collection of office key and ordering employee card (AAU Card)	New employee	
Table, office chair, etc.	Service-team	
Name plate for office	Service-team	
Possibly ordering cell phone / home internet access	HR-team	
Flower for first day at the job (only administrative staff)	Service-team	
Adding employee to AAUBS mailing lists	HR-team	
Adding employee to employee list at www.business.aau.dk	HR-team	
Ordering PC and other IT equipment	Service-team	
Ask for a presentation video from the employee	Søren Vaagholt	
Contact the employee to arrange the details concerning the first day at work	Manager	
Which IT systems should the new employee have access to?	Manager	
Outlook invites to relevant group meetings and other meetings	Manager	
Outlook invite to meeting with the manager on the first day at the office	Manager	
Outlook invite to 'department coffee'	Manager	
Who plans the on boarding programme?	Manager	
Registration for the HR-departments introduction meeting for new employees at AAU	New employee	
Order morning bread and coffee for first day at work	Manager	
Presentation of the new employee at the next 'department coffee'	HR-team	
For new international employees, is airport pickup required?		
For new academic employees: who is their 'buddy'? (We have experienced good results by assigning an academic colleague as a their 'buddy', who will look a bit after them the first 2-3 weeks)	Manager	

New academic employees: (Not intended for existing employees starting in a new position at the department) Programme for the first week/nearest future:		
Day 1-2	Day 3-4	Day 5/Nearest future
<p>Morning coffee (optional in relation to practice in the particular research group): morning coffee with the closest colleagues. The manager introduces the new employee.</p> <p>Manager responsible for Outlook invites to the closest colleagues</p>	<p>Complete online GDPR training (individually)</p> <p>HR-team will inform the new employee</p>	<p>Introduction to relevant topics from the work environment representative, including the structure of various organs at department and faculty level.</p> <p>work environment representative and new employee is invited via Outlook by the manager</p>
<p>Short introduction/see the office: See the office and a short tour of the department (lunchroom, copy room, etc.).</p> <p>Research group leader introduces the closest colleagues.</p> <p>Research group leader arranges this</p>	<p>Campus tour: Buddy gives a tour of the campus so the new employee knows where ITS, the university cantina, the library, the bookshop is.</p> <p>Buddy responsible</p>	<p>Participation in the HR-departments introduction meeting for new employees (depends on when these take place)</p> <p>The new employee signs up individually for this</p>
<p>Practical: AAU Card and key: Buddy walks the new employee to Campus-service to get the AAU Card issued.</p> <p>Multifactor validation setup at the IT-department before use of PC. Log on help to various systems, Outlook, intranet etc.</p> <p>Manager responsible for this</p>	<p>Meet relevant administrative staff: Study secretary, department secretary etc.</p> <p>Research group leader or colleague introduces</p>	<p>For international employees: 2. meeting with ISU – registration at the municipality, SKAT etc.</p> <p>HR-team notifies ISU about the new international employee. ISU contacts the new employee</p>
<p>Meeting with the manager:</p> <ul style="list-style-type: none"> • Presentation of the research group • Presentation of the Department • Match of mutual expectations 	<p>For international employees: Meeting with International Staff Office</p>	<p>Meeting in the research group: networking with other members of the research group.</p>

Manager arranges this	HR-team contacts ISU to arrange meeting	Manager responsible for Outlook invite
Introduction to: <ul style="list-style-type: none"> • Work tasks • Projects og and research • Etc. 	Dinner with research group leader and/or manager (<i>only for associate professors and full professors</i>)	PBL course: the new employee is registered for the PBL course (depends on when this take place)
Research group leader or manager responsible for this	Research group leader or manager arranges this	HR-team registers this
Important documents: the new employee must read these documents National code of conduct: https://ufm.dk/en/publications/2014/the-danish-code-of-conduct-for-research-integrity Faculty guidelines: https://www.handbook.aau.dk/document?contentId=459534 Side-line occupation: https://www.handbook.aau.dk/document?contentId=339153		3 week evaluation The manager invites for a short 3 weeks evaluation of how the initial process has been for the new employee.
The employee is responsible for reading this		Manager invites
Meet the Buddy The manager introduces the new employee to their Buddy. Manager responsible		Two-month evaluation with the manager. Manager invites.

New Ph.D. students: Programme for the first week/nearest future:		
Day 1-2	Day 3-4	Day 5/Nearest future
<p>Morning coffee (<i>optional in relation to practice in the particular research group</i>): morning coffee with the closest colleagues. The manager introduces the new employee.</p> <p>Manager responsible for Outlook invites to the closest colleagues</p>	<p>Complete online GDPR training (individually)</p> <p>HR-team will inform the new employee</p>	<p>Introduction to relevant topics from the work environment representative, including the structure of various organs at department and faculty level.</p> <p>Work environment representative and new employee is invited via Outlook by the manager</p>
<p>Meeting the manager and Buddy:</p> <p>The manager introduces the new employee to the closest colleagues and the selected Buddy.</p> <p>Manager responsible</p>	<p>Campus tour: Buddy gives a tour of the campus so the new employee knows where ITS, the university cantina, the library, the bookshop is.</p> <p>Buddy responsible</p>	<p>Participation in the HR-departments introduction meeting for new employees (depends on when these take place)</p> <p>The new employee signs up individually for this</p>
<p>Practical:</p> <p>AAU Card and key: Manager walks the new employee to Campus-service to get the AAU Card issued.</p>	<p>Meet relevant administrative staff: Study secretary, department secretary etc.</p>	<p>For international employees: 2. meeting with ISU – registration at the municipality, SKAT etc.</p>

<p>Multifactor validation setup at the IT-department before use of PC. Log on help to various systems, Outlook, intranet etc.</p> <p>Manager responsible</p>	<p>Buddy introduces</p>	<p>HR-team notifies ISU about the new international employee. ISU contacts the new employee</p>
<p>Meeting with the manager:</p> <ul style="list-style-type: none"> • Presentation of the research group • Presentation of the Department • Match of mutual expectations • Introduction to teaching <p>Manager responsible</p>	<p>For international employees: Meeting with International Staff Office</p> <p>HR-team contacts ISU to arrange meeting</p>	<p>Meeting in the research group: networking with other members of the research group.</p> <p>Manager responsible for Outlook invite</p>
<p>Meeting with Ph.D. principal supervisor:</p> <ul style="list-style-type: none"> • Project plan • Mutual expectations • Presentation • Teaching <p>Ph.D. supervisor responsible for this</p>	<p>Lunch with other Ph.D. students</p> <p>Buddy invites</p>	<p>PBL course: the new employee is registered for the PBL course (depends on when this take place)</p> <p>HR-team registers this</p>
<p>The new employee reads the Ph.D. school documents</p> <p>https://www.phd.samf.aau.dk/</p> <p>Buddy helps, but the new employee is responsible for getting aquatinted with these documents</p>		<p>Short individual meetings with: Research group leader, Vice Head of Departments, Head of Department and Ph.D. programme manager.</p> <p>Manager invites</p>
		<p>3 week evaluation</p> <p>The manager invites for a short 3 weeks evaluation of how the initial process has been for the new employee.</p> <p>Manager invites</p>