

## ONBOARDING CHECK LIST

### For the workplace

#### Pre-onboarding (the process between accepting the job offer and the first day of employment)

- Confirmation of the job offer
- E-mail to the recruited person with the following information:
  - Request for sending the necessary information for the administrative preparation of the entry into employment (personal questionnaire, possibly other information needed for the employment contract drafting)
  - Introduction of the workplace (the workplace link on the UHK website can be used), introduction of future colleagues (staffing on the website or links to LinkedIn profiles), introduction of workplace projects, etc.
  - Alternatively, an informal “CV” of the new employee can be requested and distributed to the workplace
- Submission of the necessary information to the Human Resources and Payroll Office (completed personal questionnaire, proposal for employment, proposal for job and wage classification)
- Arranging a workplace for the new colleague (identifying and preparing the workplace, preparing technical, office or other equipment)
- Ensuring the handover of UHK the identity (e-mail, login names and passwords to systems)
- Schedule of the first day
- Orientation information (where to park, map, information on public transport)
- Informing the workplace of the start date of the new employee (request for welcome and support for the new colleague)
- Invitations to events organised by the department/unit/university (integration into the university community before the actual entry)

#### Areas covered by the UHK Human Resources and Payroll Office

- Information on the compulsory medical examination (form)
- Mandatory Initial training (occupational health and safety, fire protection)
- Application for an ID card (an ID photo is required for issuance)
- E-mail with information on what you need to bring with you to sign the employment contract (ID card, health insurance card, account number for sending your wage, completed medical entrance examination form, proof of education)

**Onboarding: day of arrival and following days**

- Nomination of a person to attend the new employee on the first day
- Welcome to the workplace (meeting the manager, introducing colleagues at the workplace)
- Tour of the building and introduction to other departments
- Securing access to the premises (access to classrooms/laboratories, keys)
- Familiarisation with workplace practices (regular meetings, normal working hours – if relevant, lunches together, etc.)
- Introductory presentation of the UHK systems (work reports, intranet, e-mail, STAG, systems according to the job description)
- Providing basic information on where the new employee can find the necessary information (this can be included in a predefined e-mail or support material)
- Checking completion of mandatory trainings