**Checklist for onboarding new employees**
The checklist contains a list of suggested tasks to be handled. You can modify the template by adding and deleting rows in the table as needed.
In connection with employment of international employees, please visit [www.internationalstaff.au.dk](http://www.internationalstaff.au.dk), where comprehensive information and help are available concerning residence permits, insurance, accommodation, information about Denmark, etc.

Aarhus
University

|  |
| --- |
| **Tasks prior to arrival** |
|  | **Tasks** | **Person responsible** | **🗹** |
| Allocation of roles | Who will handle the practical aspects? |  | **🞎** |
| Who will receive the new employee on his or her first day at work? |  | **🞎** |
| Who is responsible for the introduction regarding the professional aspects of the job/tasks related to the specific field? |  | **🞎** |
| Who is the contact person/buddy? |  | **🞎** |
| Welcome letter, digital welcome and introduction seminar | Send welcome email and any greetings from the department/unit and buddy |  | **🞎** |
| [Digital Welcome to Aarhus University](https://au.dk/digitalwelcome) |  | **🞎** |
| Registration for introduction seminar |  | **🞎** |
| Access | Order access card/key card/keys |  | **🞎** |
| Make the new employee’s workstation ready for use | Desk, office chair, lighting |  | **🞎** |
| Name plate for office |  | **🞎** |
| Order landline phone and/or mobile phone |  | **🞎** |
| Office supplies (pen, block of paper, calendar, tray, etc.) |  | **🞎** |
| Potted plant for the office on the first working day |  | **🞎** |
| Communication | Information to relevant colleagues |  | **🞎** |
| Presentation of the new employee in the newsletter/website |  | **🞎** |
| Add the new employee to mailing lists and website presentation of the unit |  | **🞎** |
| IT | Order PC and any equipment for the PC (e.g. PC, monitor, laptop PC, tablet, keyboard, mouse) |  | **🞎** |
| Registration in the employee registration system *Medarbejderstamkort* |  | **🞎** |
| Registration in other relevant systems: STADS, PowerBI, Blackboard, Syllabus, Workzone etc. |  | **🞎** |
| Network access (Eduroam, VPN) |  | **🞎** |
| Plan the introduction programme | Plan the first day (what must be ready and who is responsible for it) |  | **🞎** |
| Prepare programme for the day |  | **🞎** |
| Prepare the programme for the first 30 days |  | **🞎** |
| Calendar bookings | Invitations to department meetings and other relevant meetings |  | **🞎** |
| Book a meeting with the immediate manager on the first day, on an ongoing basis and approximately three months after commencement of employment. |  | **🞎** |

|  |
| --- |
| **The first day at work** |
|  | **Tasks** | **Person responsible** | **🗹** |
| Welcome | Welcome the new employee |  | **🞎** |
| Morning coffee with the rest of the department/section/unit (incl. brief presentation round) |  | **🞎** |
| Guided tour/physical setting | Which employees from the school/department/unit is it relevant for the new employee to meet? |  | **🞎** |
| Which facilities/rooms/locations is it relevant for the new employee to know about? (E.g. regarding mail, office supplies, kitchen facilities, coffee/tea, cafeteria, toilets, parking, changing rooms, laboratories, etc.) |  | **🞎** |
| Social introduction | Introduction to buddy, closest team |  | **🞎** |
| Introduction to the department’s/unit’s employees |  | **🞎** |
| Introduction to the bread scheme, gift scheme, [AU Fitness center](https://motion.au.dk/en/), [the Holiday Fund](https://auferiefond.bookhus.dk/account/login?ReturnUrl=%2fdefault.aspx), [Carpooling](https://medarbejdere.au.dk/en/sustainability/green-guide/transport#c2615328) etc. |  | **🞎** |
| Introduction to the professional aspects of the job | Meeting with the employee’s immediate manager about tasks, expectations, etc. |  | **🞎** |
| Introduction to a specific assignment to be completed on the first day |  | **🞎** |
| Office and workstation | Computer, telephone, office equipment, flexitime form |  | **🞎** |
| Help to access the systems: Outlook/network drives/intranet |  | **🞎** |
| Refer to important websites such as New employee at AU and the school/department/unit’s own website |  | **🞎** |
| Access card - take photo |  | **🞎** |

|  |
| --- |
| **The first 30 days** |
|  | **Tasks** | **Person responsible** | **🗹** |
| IT | Introduction to the IT systems (creation of passwords) |  | **🞎** |
| Printer set-up |  | **🞎** |
| PURE info/IT help desk/Self-service |  | **🞎** |
| Introduction to record-keeping *(Workzone)* |  | **🞎** |
| Go through the tips on [how to keep information secure](https://medarbejdere.au.dk/en/informationsecurity/tips/) |  | **🞎** |
| Travel | Introduction to [Rejs Ud](https://medarbejdere.au.dk/en/administration/finance/expense-and-travel-reimbursement/rejsud) and [CWT](https://medarbejdere.au.dk/en/administration/finance/travel-booking/au-travel-agency-cwt) |  | **🞎** |
| Ordering credit cards |  | **🞎** |
| Finance | Introduction to finance model and information on procedures. If necessary, include intro to Indfak/finance officer + important numbers (EAN, unit, location number) |  | **🞎** |
| Work environment | Instructions for adjusting desk and chair |  | **🞎** |
| Introduction to handling of technical auxiliary equipment  |  | **🞎** |
| Introduction to safety rules in laboratories |  | **🞎** |
| [Emergency response plan](https://medarbejdere.au.dk/en/administration/au-planning/emergency-response), defibrillators, first aiders and fire alarm |  | **🞎** |
| Introduction to occupational health and safety representative and Psychological security |  | **🞎** |
| Introduction to the professional aspects of the job | Meeting with closest team/colleagues |  | **🞎** |
| Introduction to work tasks (establishment of introduction meetings for tasks/areas) |  | **🞎** |
| For academic staff: [Introduction to AU’s responsible conduct of research](https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/)Clarification of whether the employee bring research data from previous employment, and then any [notification of the project to the list](https://medarbejdere.au.dk/en/informationsecurity/data-protection/for-scientific-staff/register-project-to-the-record) |  | **🞎** |
| Registration for relevant internal [newsletters](https://medarbejdere.au.dk/en/info-and-news/newsletters-at-au) |  | **🞎** |
| Introduction to the most relevant professional networks |  |  |
| Staff policies | Rules, guidelines and [policies](https://medarbejdere.au.dk/en/administration/hr/policies) |  | **🞎** |
| Duty of confidentiality, [freedom of speech](https://medarbejdere.au.dk/en/strategy/declaration-freedom-of-speech-for-staff-and-students-at-aarhus-university), the Danish Public Administration Act, notification of illness, child’s first and second days of illness, flexitime, holiday, working from home, etc.  |  | **🞎** |
| Continuous follow-up | Manager and contact person/buddy follow-up meetings, which can be used to focus on the organisation’s culture, among other things. |  | **🞎** |

|  |
| --- |
| **The first 90 days** |
|  | **Tasks** | **Person responsible** | **🗹** |
| Social introduction  | The buddy follows up and asks about how the new employee experiences the social and other interaction with colleagues |  | **🞎** |
| Introduction to the professional aspects of the job | Ensure that the new employee is introduced to professional networks |  | **🞎** |
| The immediate manager holds three-month follow-up interview at which the employee’s general well-being and work tasks, and also competences and career perspectives, are discussed. |  | **🞎** |
| [E-learning course on personal data regulations](https://medarbejdere.au.dk/en/informationsecurity/data-protection/e-learning-course-about-the-rules-for-personal-data/) |  | **🞎** |
| For academic staff: [E-learning course “Research Integrity at Aarhus University”](https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/courses/e-learning-course-research-integrity-at-aarhus-university) |  | **🞎** |
| Continuous follow-up | Manager and contact person/buddy follow-up meetings, which can be used to focus on the organisation’s culture, among other things.  |  | **🞎** |