

Checklist onboarding

Dear reader,

The checklists below serve as a guideline and tool to properly prepare the induction of a new colleague. It could very well be that things run somewhat differently in a specific department. If so, please let HR Support know. However, with no prior indication, we prefer to work as described below.

Kind regards,
HR SSG

Deputy supervisor/Secretary of department

Note: Some departments do not have a deputy supervisor or secretary.

In such a case, the responsibility lies with the supervisor to carry out or delegate the tasks below to a team colleague.

- Put in supervisor's calendar: new employee's first day of work + end of trial period + schedule related appointments.
- Arrange a workstation.
- Arrange IT setup, such as laptop, phone and any special software. Coordinate with the supervisor exactly what needs to be ordered. (https://iwms.wur.nl/case/IT/IT_PSS029?2)
- Update Outlook group.
- Activate any authorisations, for instance, specific systems your department uses. Pay attention to specific authorisations that a new supervisor may need.
- HR Support enters the new employee into MyHR. An automatic request will then be sent to IT to create a WUR account. Check to make sure the new employee receives the login info when picking up the laptop or through some other way.
- Request a WUR pass.
- Request and schedule an English language test.
- Schedule introductory meetings with immediate colleagues + other WUR colleagues relevant to the person (check with supervisor), so they know who they need to approach for what.
- Provide information about the group; reading material; where to find the necessary information (MSTeams, SharePoint, intranet, intranet groups, etc.).
- Assign a buddy to introduce the new colleague to the work processes and systems relevant to the position.
- Request private data for emergency situations.
- Draw attention to We@WUR and relevant groups on intranet for which membership needs to be requested.
- Schedule P&D planning interview after 2 or 3 months of employment.
- Schedule end of trial period interview (before first month is up).
- OOptional: Give SSG's welcome gift on the first day. Specific to WEcR: send to the new employee's private address prior to first day of work.
- If applicable: include in telephone directory.
- It might be nice to have a bunch of flowers delivered on the first day of work. Not a must, but it's a nice gesture!
- If the new employee is in an executive post: schedule appointments for introductions with heads of staff at SSG. Schedule a meeting with the Head of Marketing & Communications, Head of Finance & Control, Head of Liaison Office, Head of HR and with the group's controller and HR advisor.

HR Support SSG

- In Outlook, invite new employee to:
 - Introduction meetings SSG (before each date, also request list of external PhD candidates from Liaison Office to invite them + keep track of which chair groups in order to settle costs).
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 - Theme sessions SSG (before each date, also request list of external PhD candidates from Liaison Office to invite them + keep track of which chair groups). Learning & Development meeting (for one of the two dates per year, preferably after +- six months).
 - In Calendar HR Support: Send the Frisse Blikken survey at six months of employment.
- Request authorisations only in the case of supervisors/secretaries/deputies/HR advisors/HR support staff.
- If employee is starting in one of the following positions: supervisor (group head, team leader, chair holder, head of staff, director), deputy supervisor, secretary, then
 - Submit name for SSG's HR newsletter.
 - Provide employee access to project folder W/PROJECTS/SSG_HR-projecten.
- If employee is starting in the position of supervisor:
 - Invite for/schedule meeting with Environmental Sciences and the in-house medical officer for one of two dates (dates in HR Support calendar).
 - Forward supervisor's name to Jolein Schoenmaker so she can invite them to the Welcome to Management Programme.
- If employee is starting in the position of chair holder: inform the Tenure Track administrative office so they can schedule an appointment to explain to the chair holder what Tenure Track entails.
- Reminder in own calendar for Mentor Programme three months after start date.