

First working day: *need to haves and nice to haves*

Need to haves

Supervisor

- Prepare well for the first working day by providing a tailored induction programme with general and practical information. This may include a description of the activities and tasks; what must be learned (systems) and personalised, including timeframe; some reading material and an overview of people with whom the new employee can get acquainted.
- Inform immediate colleagues of the new colleague's arrival so they know when to expect them.
- Link the new colleague to a buddy who can bring them up to speed on the unwritten rules, how things are done in your company, how the cards are played. Please give the person's name to the administrative office/deputy supervisor, so they can schedule an appointment.

Secretary or deputy supervisor

- Make sure the new colleague's calendar includes appointments to get acquainted with the buddy and all colleagues in their group.
- Make sure the new colleague's (home) workplace is in order. Does the new colleague have all the materials they need? Think of laptops and phones, as well as pens, notebooks and business cards.
- It is useful if the new colleague has access to folders and systems on the first day.

Buddy

- Catch up with the new colleague in the morning and take the time for a welcome chat over a cup of coffee. Give a tour and introduce the new colleague to their immediate colleagues or organise a team meeting in consultation with the administrative office. In the case of hybrid working, this may entail videos or vlogs.

First working day: *need to haves and nice to haves*

Nice to haves

Supervisor

- Provide a welcome pack with reading material that the new colleague can start using right away.
- Have the departing employee (if such is the case) provide a handover that includes:
 - A description of the work activities and tasks
 - An overview of open issues (status, who is responsible, etc.)
 - A list of email addresses and phone numbers of contacts and customers
 - Passwords and login codes for systems
- End the first working day and the first few weeks with a short talk asking how the first day/week went.

Secretary or deputy supervisor

- There are several relevant groups on the intranet. Would you highlight these for them? It might also be nice if you asked them to post a short introduction in the SSG or department group.

First working day: *need to haves and nice to haves*

After the first working day

Supervisor

- Even after the first working day, it is nice to check in regularly to see how things are going. How is the onboarding proceeding?
- As part of SSG's introduction programme, various theme sessions are organised for our new colleagues. These are short (online) sessions consisting of three quarters of an hour in which they learn more about practical subjects or themes that would be good to know something about.
The full programme can be found [here](#).
- The trial period is over at the end of the first month. Use this moment to evaluate the first month in good time and make agreements about the follow-up.
- Help the new colleague to build up a relevant network within WUR by introducing them to various key people. It is often handy to start with introductory meetings in your own department and then expand to the rest of the institute/department, the Sciences Group and the rest of WUR. Don't forget to highlight existing WUR-wide networks such as YoungWUR, secretaressenetWURk and Wageningen Young Academy. There are also Communities of Practice on the intranet that people can join, for example, one for project leaders or for supervisors.
- Once you have been employed for three months, you also start the P&D cycle with the first planning interview.