

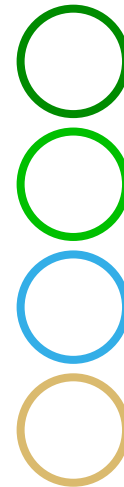


# Your Onboarding Track

Welcome to the onboarding programme of the Social Sciences Group (SSG). In this programme, we do everything in our power to welcome you, to show you the ropes within SSG and Wageningen University & Research as quickly as possible and ultimately help you make a difference.

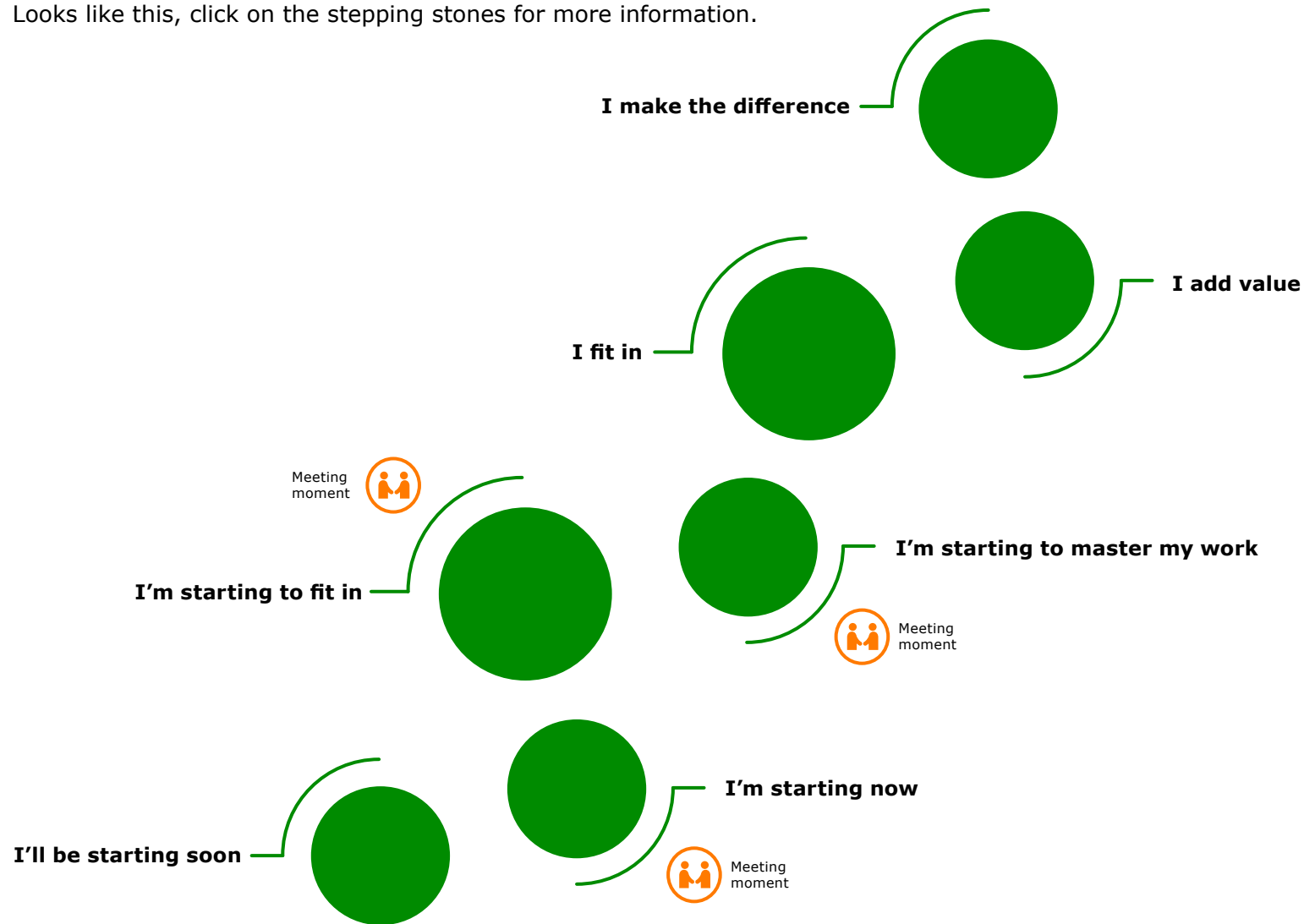
The onboarding programme lasts 18 months in total and consists of seven phases. This document lays out who is responsible for what and when. This is how we ensure you have a great onboarding experience at SSG!

I am a...



# Your Onboarding Track

Looks like this, click on the stepping stones for more information.



New employee

- 1 I'll be starting soon
- 2 I'm starting now
- 3 I'm starting to fit in
- 4 I'm starting to master my work
- 5 I fit in
- 6 I add value
- 7 I make the difference



# 1 I'll be starting soon

Welcome to SSG! We're now in the final stages of the selection process. We would like to work with you and will organise the final steps to formal cooperation as quickly and smoothly as possible.

We will now begin the onboarding programme. After six months, we will ask you to share your 'fresh perspective' with us via an online survey.

The first phase is called 'I'll be starting soon' and runs from now until your first working day. Behind the scenes, we make sure that everything is arranged to ensure your first day at work is perfect. This usually includes arranging the employment contract and applying for your WUR account. We will also look for a suitable buddy for you, who will show you the ropes in the first three months and to whom you can address all your questions.

If you already have questions about our onboarding programme, please let HR Support know. Information and contact details for the HR department can be found [here](#).

Are you an international new colleague and is this your first time working in Dutch academia? Then [this website](#) might be helpful to you.

If you are a PhD candidate, the process described here also applies in principle. Of course, you also have your own path with corresponding deadlines and important milestones. You can read about all the steps on [this page](#).

## Are you an international colleague?

In this phase, you will receive an email from the Welcome Center Food Valley with the request to submit documents for the immigration procedure. The number and type of documents may vary depending on the type of employment and whether you are from inside or outside the EU.

The Welcome Center will now guide you through the immigration process. Around your arrival date, the Welcome Center will schedule an entry meeting with you. During this meeting, practical matters will be discussed, such as health insurance. After your arrival in the Netherlands, the Welcome Center ensures that appointments are planned for you at the municipality (registration and receipt of your Citizen Service number (BSN)) and with the Immigration and Naturalisation Service (IND) to receive your residence permit (non-EU).

The Welcome Center also has a Dual Career programme, especially for the partners of international staff. Will you take a partner with you to the Netherlands? Then this programme might be something for you. Ask your contact at the Welcome Center for more information.

## Are you an external PhD candidate?

If you are an external PhD candidate, you will not get an employment contract at WUR, but we are of course very happy that you are here! As far as possible, we will let you follow the onboarding programme, but your situation may differ in some respects.



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There are a number of things the Liaison Office can do for you in this phase.

- They'll draw up your PhD contract.
- They'll request a WUR account for you so you can log in on your computer later.
- They'll send you practical information on how to get from Schiphol Airport to Wageningen, for example.
- They'll let WASS graduate school know you'll be joining us soon. WASS will then send you a registration form.
- They will pair you with the deputy supervisor of the chairgroup you will be working in. This administrator will show you around the group and can, for example, inform you about house rentals.
- They will register you with PhD Services and, if you are from outside the Netherlands, with the Welcome Center. The latter party will apply for a visa for you and send you information on what it is like to live and work in the Netherlands.



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## 2 I'm starting now

On your first day at work, you will be met by your buddy. If it is feasible, you will have a meeting that day with your supervisor and maybe even with your entire new team or just a number of colleagues. You will already find a number of calendar requests in your mailbox for the SSG introduction meetings and the theme sessions, for instance. Have a look at the programme [here](#).

On this day, everything will be at your disposal to get started, such as a laptop, a WUR account, a WUR pass, access to the systems and a nice workstation (if at the office).

WUR uses an intranet system. As soon as you have a WUR account, you can log in via [intranet.wur.nl](http://intranet.wur.nl). [Here](#) you will find a manual on how to navigate the intranet. By Corporate HR, you are automatically allocated to an intranet group with new colleagues starting in the same period as you. This is where interesting facts come in!

Are you a new researcher, teacher, Management and Office Assistent (MOA) or manager? Make sure you have a look at the special [quickstarts](#). They are worth the read!

As an employee of Wageningen University & Research, you can make use of Goodhabitz free of charge. This course supplier offers interesting online courses and workshops. In this phase of your onboarding process, we advise you to have a look at the courses that fit your learning needs.

For example:

- Let your body do the talking
- Presentation Skills
- Time management

You can sign up for these courses [here](#).

### **Will you be working at WUR in a management position?**

The HR advisor will be happy to discuss a number of topics with you that are important to you as a supervisor. This could include things like the hiring desk and case management.

The WUR intranet has a page for new supervisors where you can find a lot of information. You can find the page [here](#).

As a new supervisor, we ask you to become a member of the intranet group [Leaders@wur](mailto:Leaders@wur), so that you are always abreast of new developments. You can find the group [here](#).

Make sure you have a look at [this handy quickstart](#) too!

### **Are you an external PhD candidate?**

In this phase, you will receive information from PhD Services or, if you are from outside the Netherlands, from the Welcome Center, about practical matters such as opening a payment account, registering with the municipality and obtaining a residence permit. For work-related matters, feel free to contact the deputy supervisor of your group.



New employee

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## 3 I'm starting to fit in

In your first month, your buddy and supervisor will ensure that you find your feet within SSG as quickly as possible. WUR organises introduction days a few times a year. You will be informed when these are exactly. SSG also organises an introduction programme, for which you will receive an invitation from the HR department. The programme can be found below. Depending on where you work within SSG (DMW, WEcR or WCDI), additional introduction days/sessions may be organised.

[Programme WUR Introduction Days.](#)

[Programme SSG Introduction.](#)

Of course, we already believe that you are a good match for us, but sometimes you have to find out together in real life. This first month is therefore a trial period, during which we can find out whether this is a sustainable win-win partnership. We organise all kinds of activities to ensure that you get the best possible impression of working at WUR/SSG, know how to find your way around as quickly as possible and are able to do your work to the best of your abilities. At the end of this phase, you have a meeting with your supervisor to discuss how you both experienced working together and whether you wish to continue.

In [this list](#), you will find all the activities planned for the first month.

Free courses from Goodhabitz that we recommend at this stage of your onboarding process are:

- Zest for life
- Get a grip, clear your mind
- Power of sleep
- Test yourself
- Power of networking

You can sign up for these courses [here](#).

The WUR Library organises a yearly series of short, practical webinars to help you find library services and sources and use them effectively. Please find more information on the [WUR Library](#) website.



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## 4 I'm starting to master my work

At the end of this phase, the scope of your role, role definition, tasks, responsibilities and authority should be clear and you should be able to successfully execute and take them on independently.

In order to support you in this optimally, you will have regular contact with your supervisor and your buddy will help introduce you to the right people to get things done. Your supervisor will ensure that everything is organised and communicated so that you can fulfil your role effectively. They will do this themselves or delegate to the team/group.

This phase is concluded with the first Performance & Development (P&D) planning interview with your supervisor. You will discuss your role, the extent to which you have already mastered your work and what you need to do in order to get a positive evaluation in a year's time. More information about [P&D](#) on intranet.

### SSG Mentor programme

The P&D will include a discussion of SSG's mentor programme. Each new employee can be assigned a mentor who serves as an independent sparring partner to guide you as best as possible in your career at SSG/WUR. Of course, we will do our utmost to match you with a mentor right for you. We do this in consultation with you and ask for input from your supervisor and buddy. At the end of this phase, your buddy passes the baton onto your mentor and this collaboration takes on a more career-oriented dynamic. Information about the [SSG mentoring programme](#).

### WUR Language Policy

Wageningen University & Research is an internationally oriented university based in the Netherlands. In order to create an inclusive work environment, much of the communication at WUR is in English. The WUR Language Policy states that all employees of WUR may follow a free course in English and/or Dutch. The costs are borne by the department. The partners of international employees may also qualify for a Dutch language course. More information about [language courses](#) on internet.

Are you a PhD candidate? Somewhere in this phase, WASS graduate school will organise introduction days to which you will be invited.

Are you a chair holder? In this phase, you will be invited to meet one of the Tenure Track secretaries who will be happy to help you find your way around the SSG Tenure Track.

Are you an manager and could use some help keeping your Workforce inbox up to date? Then take a look at the [guide](#) on internet.

Free courses from Goodhabitz that we recommend at this stage of your onboarding process are:

- Persoonlijk ontwikkelplan
- Ownership
- I feel good
- Mind over matter

You can register for these courses [here](#).



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## 5 I fit in

At the end of this phase, we hope tht you feel at home in our organisation and that you can make an active contribution through your role. We support you in the proper implementation of WUR's core values. You can read below what we do to facilitate you in performing your role effectively.

At the end of this phase, you can attend a workshop with our Learning & Development specialist to learn how to work with MyDevelopment and take advantage of our development opportunities. (This workshop is of course already planned in your calendar). You can also draw up a customised development programme that fits well with your personal profile, role and context. This, of course, is always done in consultation and coordination with your supervisor. The development programme aims to guide you so that, by the end of the onboarding programme at SSG, you will be able to make a difference.

On [this page](#), you will find a variety of interesting courses. Many of these are free to WUR employees.

### Networking

In order to do your job well, it is important to build up a network. At Wageningen Research in particular, it helps a lot if you land assignments. During your first period with us, you should already have met your immediate colleagues, and perhaps colleagues from outside your team as well. At this stage, we advise you to expand your network further outside your institute/department and look beyond the limits of the Sciences Group. For example, there are WUR-wide networks such as Wageningen Young Academy (for scientists),

SecretaressenetWURk and YoungWUR (employees under 35). On the intranet, you can also find Communities of Practice for project leaders and supervisors for instance.

If you are a Tenure Tracker, you will receive a personal development plan based on your assessment.

Are you a PhD candidate? If so, it is important to hand in your Training and Supervision Plan (TSP) at this stage to WASS graduate school.

Do you ever need help from any of the SSG staff services? HR, Liaison Office, Finance & Control and Marketing & Communications have created a joint document in which you can find answers to frequently asked questions. For WU, click [here](#).

The WUR Library organises an annual series of short, practical webinars to help you find and effectively use library services and resources. You can find more information [here](#).

Free courses from GoodhabitZ that we recommend at this stage of your onboarding process are:

- Asking for feedback
- Another perfect project
- 80/20 rule
- Speedreading

You can register for these courses [here](#).



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## 6 I add value

You're all up and running now. You've been exposed to a number of recurring things in the first year and know the ins and outs at SSG. It is clearly visible to others and to yourself what your added value in your team is and how you contribute to the WUR strategy.

If you have been hired for one year with the prospect of extension, you will meet with your supervisor after nine months of employment to discuss a potential contract extension. This is a two-way conversation in which both parties carefully assess and express whether the cooperation is sustainable and win-win. If so, that's great, and your HR advisor will have everything put in formal order.

Are you a Tenure Tracker? Then you probably have a seven-year contract. The above conversation then need not occur.

Are you a PhD candidate? In this phase, you will send your research proposal to WASS for approval.

Free courses from Goodhabitz that we recommend at this stage of your onboarding process are:

- Do your thing
- Keep resolutions
- Innovate yourself
- Oh yes, it's stress

You can register for these courses [here](#).



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# 7 I make the difference

In this final phase of the SSG onboarding programme, you feel fully at home and know where to be and what to do. You are now sufficiently visible and, within SSG, it is clear to everyone how you contribute to the team objectives and the WUR strategy through your role and profile.

We are happy to facilitate you in developing to your full potential. There is no set programme for this, because it is something we do together. You can find inspiration in the [Learning & Development Visual](#).

Are you a PhD candidate? Then, between 12 and 15 months, you will receive the 'go/no go' signal. This is determined by your PhD supervisor in consultation with WASS.

Free courses from Goodhabitiz that we recommend at this stage of your onboarding process are:

- Lean
- Stick to the plan
- Enjoy your job

You can register for these courses [here](#).

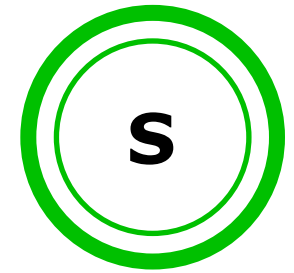
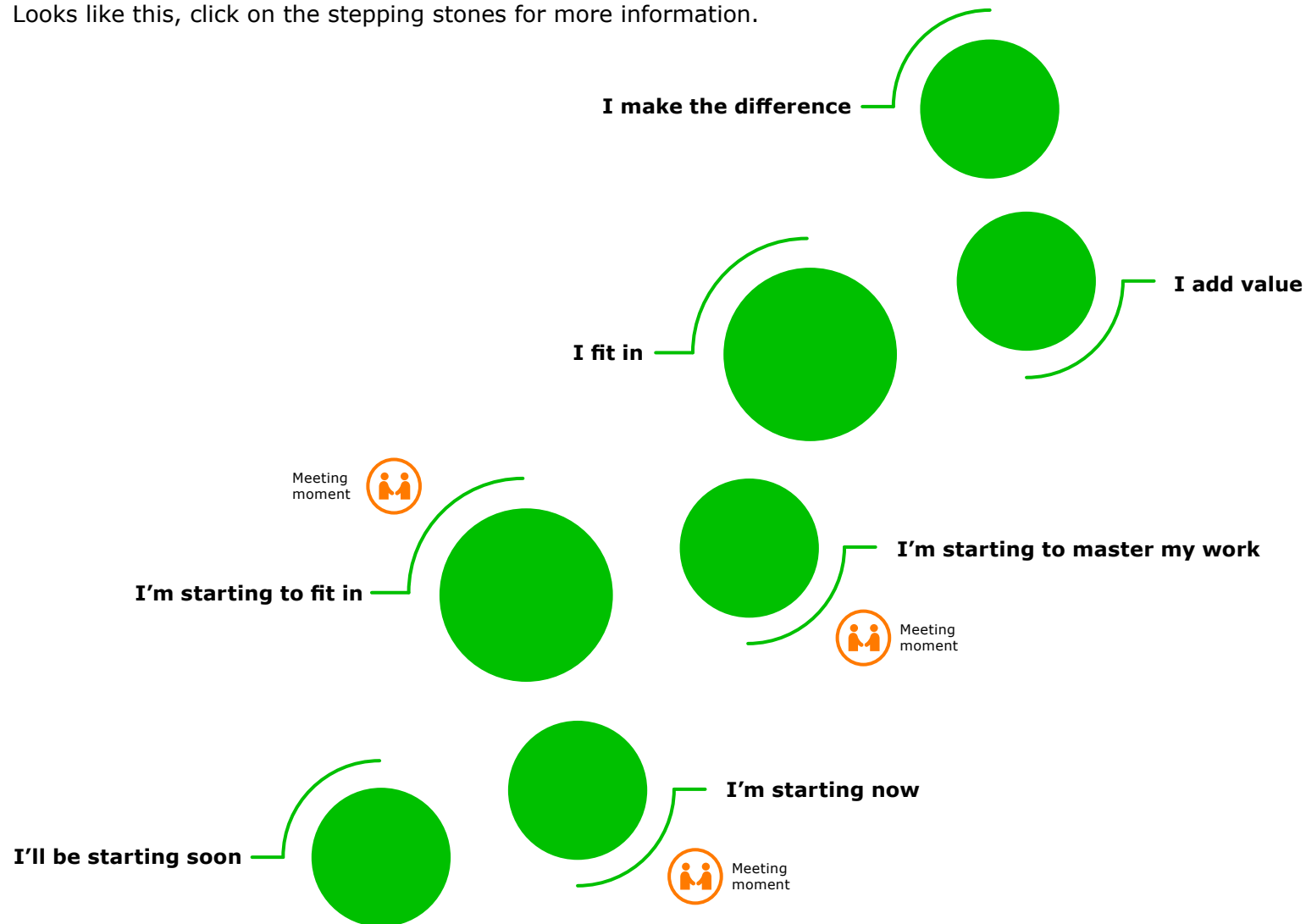


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# Your Onboarding Track

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Supervisor

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# 1 I'll be starting soon

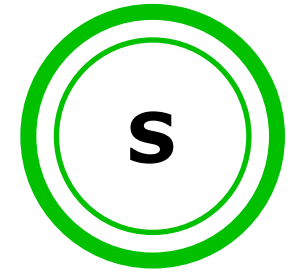
The onboarding programme begins the moment the new employee says 'yes' to the job offer. In this first phase, we already know that we would like to work with the new colleague and are putting the finishing touches to a good formal cooperation. We set to work together to ensure everything is ready on the first working day and the employee feels like they're stepping into 'a warm embrace'. You can read below why it is important to pay attention to the onboarding process.

Why is onboarding important?

Each new employee at SSG is assigned a buddy by the supervisor. We request that you to do that before the colleague begins. A buddy is a direct colleague of the employee who acts as their 'best friend' during the first three months. They ensure that the employee feels welcome and is literally and figuratively integrated into the organisation.

If the new colleague has a Tenure Track position, it's nice if the buddy is also a Tenure Tracker. The buddy can immediately show the colleague the ropes in the Tenure Track programme.

The onboarding checklist shows you what happens behind the scenes before the first day at work. If you have any questions, please contact HR Support.



Supervisor

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## 2 I'm starting now

The first day at work is an important moment for the new colleague. We therefore want everything to be well organised and for everyone to be ready to welcome the employee.

The buddy welcomes the employee at the start of the day. Of course, you will also welcome them 'as live as possible' on this first working day. If we can manage to organise a team event, that would be perfect. If this is not possible, the new employee should ideally meet a number of colleagues.

The list below contains a number of *need to haves* and *nice to haves* for the first day at work and the period thereafter.

Need to haves and nice to haves at first day of work.



Supervisor

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## 3 I'm starting to fit in

The first month is important to get everything right and to discover whether the collaboration is sustainable and win-win. Together, we ensure that the new employee feels that they fit in with us.

Depending on the schedule, the employee will attend WUR introduction days, the SSG introduction and possibly an introduction day organised in your department. You can find out more about the objective, the format and the programme of the introduction days at WUR and SSG below.

### Programme WUR Introduction Days

### Programme SSG Introduction

The trial period is over at the end of the first month and you will discuss with the new colleague whether the cooperation is win-win for both parties. If not, this is the time to bid farewell before this month is over. Inform the HR advisor of this in good time so that they can provide support.

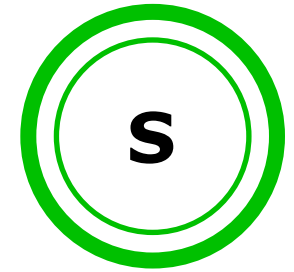
Below is a short checklist in case you need to bid farewell.

### Offboarding checklist

You can find more information about the trial period [here](#).

Here you will find an overview of activities the new employee can participate in as part of the onboarding programme.  
[Overview of activities in the onboarding programme](#)

### Overview of activities in the onboarding programme



## Supervisor

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## 4 I'm starting to master my work

At the end of this phase, the scope of the role, role definition, tasks, responsibilities and authority of the new employee should be clear and they should be able to successfully execute and take them on independently. In addition, they work cordially, well and constructively with colleagues to deliver good joint results.

If you have any doubts about the employee's commitment and performance, please contact your HR advisor. They can brainstorm with you about what can be arranged or deployed to get some clarity about the performance and how you can achieve the desired situation together.

Once the new employee has been employed for approximately three months, you will conduct the Performance & Development (P&D) planning interview. You will discuss their role, the extent to which they have already mastered their work and what needs to be done to get a positive evaluation in a year's time. There are two things we would like you to discuss with the employee in the P&D interview.

### **SSG Mentor programme**

At the end of this phase, the buddy passes the baton on to a mentor, if appropriate for this employee. In the P&D, you discuss with the new colleague in which area they could use guidance and assistance. Together with the HR advisor, you will find a suitable mentor. In the case of a Tenure Tracker, you can look for a mentor via the WUR-wide Tenure Track mentor programme. You can find more information in the documents below.

[Mentor programme for Tenure Track](#)

General information about the [SSG Mentor programme](#)

The role of the supervisor in the [SSG Mentor programme](#)

[List of SSG mentors](#)

### **WUR Language Policy**

Wageningen University & Research is an internationally oriented university based in the Netherlands. In order to create an inclusive work environment, much of the communication at WUR is in English. The WUR Language Policy states that all employees of WUR may follow a free course in English and/or Dutch. The costs are borne by the department. The partners of international employees may also qualify for a Dutch language course. In the P&D interview, you discuss with the employee what their needs in this area are.

You will find more information about language courses [here](#).

Have a look [here](#) for more information for supervisors about P&D.

Would you also like to evaluate the cooperation with the buddy together with the new employee at this stage? If you wish, you can use the template below.

[Template for evaluation of buddy](#)



Supervisor

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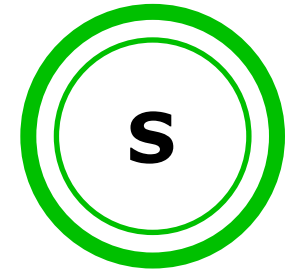
## 5 I fit in

In this phase, the onboarding programme focuses on letting the colleague flourish in their role. We would like the new employee to be an ambassador for SSG and the core values of WUR. We would also like to see whether the core values are properly reflected in the thinking and actions at SSG. We advise the employee to develop a good network within SSG/WUR.

Our Learning & Development specialist will offer a workshop twice a year to learn how to work with MyDevelopment and take advantage of our development opportunities. It is also possible to draw up a customised development programme that fits well with the personal profile, role and context, of course, all in consultation with you. The objective remains that by the end of the onboarding programme, the new colleague will make their mark, both inside and outside SSG.

Tenure Trackers receive a personal development plan based on their assessment.

During this phase, PhD candidates submit their Training and Supervision Plan (TSP) to WASS graduate school.



Supervisor

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## 6 I add value

At this stage, the new employee should have been exposed to a number of things and knows the ins and outs at SSG. It takes an average of about 18 months to really settle in fully.

Nevertheless, in this phase it should be clearly visible and noticeable to everyone what the new colleague's added value to the team objectives and the WUR strategy is.

No later than three months before the new employee's contract expires, a decision must be taken on whether to extend the contract or convert it into permanent employment. In the case of a one-year contract, the deadline is therefore set at nine months. You are expected to discuss this with the colleague before the deadline.

The onboarding programme is obviously aimed at guiding and assisting you and the new employee as effectively as possible to make this a 'go'. Unfortunately, the collaboration may not always be sustainable nor win-win. In that case, contact the HR advisor as soon as possible so that they can guide you and the new employee in bringing the collaboration to an amicable close. Is the collaboration successful and sustainable? Then the new colleague will work with you and the mentor on successfully establishing a network and a career at SSG/WUR.

Does this pertain to a Tenure Tracker? Then they probably have a seven-year contract. The above conversation then need not occur.

In this phase, PhD candidates send their research proposal to WASS for approval.



Supervisor

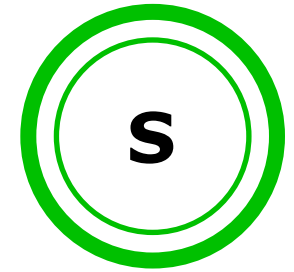
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# 7 I make the difference

In this last phase, the new employee makes a noticeable difference within SSG. It is perfectly clear what the colleague contributes through their role and profile to the team objectives and the WUR strategy.

In the onboarding programme, we work together with the new colleague on the consolidation and further expansion of their network inside and outside SSG/WUR. The new employee is an ambassador for SSG. There is no set programme for this, because it is something we do together.

For PhD candidates, the 'go/no-go' moment is between 12 and 15 months. This is determined by you and the PhD supervisor in consultation with WASS.

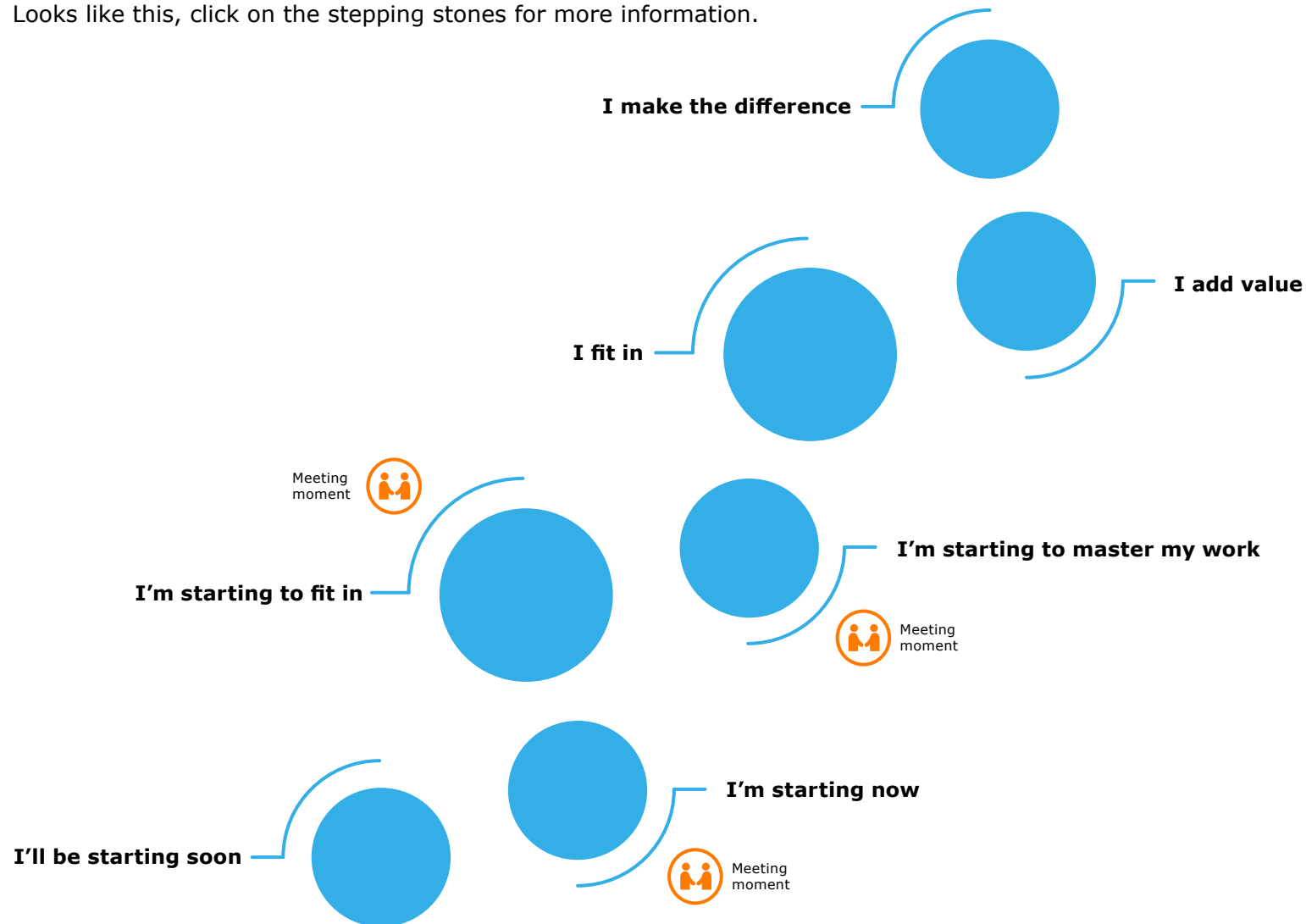


Supervisor

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# Your Onboarding Track

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Deputy supervisor/  
Secretary

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# 1 I'll be starting soon

The onboarding programme begins the moment the new employee says 'yes' to the job offer. In this first phase, we already know that we would like to work with the new colleague and are putting the finishing touches to a good formal cooperation. We in HR set to work to ensure everything is ready on the first working day and the employee feels like they're stepping into 'a warm embrace'. You can read below why it is important to pay attention to the onboarding process.

Why is onboarding important?

This document covers everything about what is taken care of by whom and when, and you will find templates and checklists to carry out your role and tasks optimally.

As soon as we know when the colleague will start, we can already set certain things in motion. HR Support will take care of a number of things, however, we would like you to handle several other things. Onboarding checklist

If you like, you can send an email to the supervisor before the new employee starts with a list of all the information. You can write the email yourself or use the Email template supervisor.

We also have an email template to welcome the employee.

Welcome email template new employee

Attachment to accompany welcome email new employee

Are you dealing with an international employee? Please refer them to the WUR Dual Career programme for a possible partner

to show them the ropes in the Netherlands. Contact the Welcome Center for more information.

## **Are you dealing with an external PhD candidate?**

External PhDs do not get an employment contract at WUR, but of course we are very happy to have them! In principle, these employees do not go through the entire onboarding programme as set out in this document. However, they are invited to the SSG introduction meetings and theme sessions.

At this stage, there are a number of things the Liaison Office can do for the external PhD candidate:

- They'll draw up the PhD contract.
- They'll request a WUR account for them.
- They'll send out practical information, for instance, on how to get from Schiphol airport to Wageningen.
- They'll let WASS graduate school know that the external PhD candidate will be joining soon. WASS will then send them a registration form.
- They'll pair the external PhD candidate with the deputy supervisor of the group where they'll be working. The deputy supervisor will introduce them to the group and can, for instance, inform them about house rentals.
- They'll register the external PhD candidate with PhD Services and, if they are from outside the Netherlands, with the Welcome Center Food Valley. The latter party will apply for a visa for them and send them information on what it is like to live and work in the Netherlands.



Deputy supervisor/  
Secretary

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## 2 I'm starting now

The first day at work is an important moment for the new colleague. We therefore want everything to be well organised and for everyone to be ready to welcome the employee. You have already arranged everything in advance and scheduled any matters in the new employee's and relevant others' Outlook calendars.

The new employee is welcomed by the buddy on the first working day. Each new employee at SSG is assigned a buddy by the supervisor. A buddy is a direct colleague of the employee who acts as their 'best friend' during the first three months. They ensure that the employee feels welcome and is literally and figuratively integrated into the organisation.

Of course, the supervisor will also welcome them 'as live as possible' on this first working day. If we can manage to organise a team event, that would be perfect. If this is not possible, the new employee should ideally meet a number of colleagues.

Could you please make sure the new colleague receives the SSG welcome gift on their first day?

Some other ideas to consider before or on the first day of work are listed below.

### Need to haves and nice to haves on first working day

Does the new employee hold a management position? Then you can refer them to [this intranet page](#) where they can find a wealth of information.



Deputy supervisor/  
Secretary

- 1 I'll be starting soon
- 2 I'm starting now
- 3 I'm starting to fit in
- 4 I'm starting to master my work
- 5 I fit in
- 6 I add value
- 7 I make the difference

## 3 I'm starting to fit in

The first month is important to get everything right and to discover whether the collaboration is sustainable and win-win. The objectives for the onboarding programme are also determined in this period.

From the onboarding programme, we do everything possible to make the new employee feel like they belong. Depending on the schedule, the colleague will attend WUR introduction days, the SSG introduction and possibly an introduction day organised in your department.

Programme [WUR Introduction Days](#)

Programme [SSG Introduction](#)

Here you will find an overview of activities the new colleague can participate in as part of the onboarding programme.

[Overview of activities in the onboarding programme](#)

Before the end of this phase, the supervisor will discuss with the colleague whether the cooperation is sustainable and win-win for both parties. If not, this is the time to bid farewell. Below is a short checklist in case you need to bid farewell.

[Offboarding checklist](#)

You may want to share [this intranet page](#) with information about leaving employment with the employee.



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## 4 I'm starting to master my work

At the end of this phase, the scope of the role, role definition, tasks, responsibilities and authority of the new employee should be clear and they should be able to successfully execute and take them on independently. In addition, they work cordially, well and constructively with colleagues to deliver good joint results.

Once the new employee has been employed for approximately three months, the supervisor will conduct the Performance & Development (P&D) planning interview with them. If all goes to plan, you will have already scheduled this interview. This interview will include the following topics:

- The SSG Mentor programme. You can find more information in the documents below.
  - General information about the [SSG Mentor programme](#)
  - The role of the supervisor in the [SSG Mentor programme](#)
  - [List of SSG mentors](#)
- The WUR Language Policy. Click [here](#) for more information



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## 5 I fit in

We would like the new employee to be an ambassador for SSG and the core values of WUR. If all goes to plan, the employee will (in principle) also have been selected for this in the recruitment and selection process. In this phase, the onboarding programme focuses on letting the colleague flourish in their role. We wish to see if SSG's core values are well reflected in the employee's thoughts and actions and we counsel them on how to develop a solid network within SSG/WUR.

Our Learning & Development specialist will offer a workshop twice a year to learn how to work with MyDevelopment and take advantage of our development opportunities. It is also possible to draw up a customised development programme that fits well with the personal profile, role and context, of course, all in consultation with the supervisor. The objective remains that by the end of the onboarding programme, the new colleague will make their mark, both inside and outside SSG.

Tenure Trackers receive a personal development plan based on their assessment.



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## 6 I add value

At this stage, the new employee should have been exposed to a number of things and knows the ins and outs at SSG. It takes an average of about 18 months to really settle in fully. Nevertheless, in this phase it should be clearly visible and noticeable to everyone what the new colleague's added value to the team objectives and the WUR strategy is.

No later than three months before the new employee's contract expires, a decision must be taken on whether to extend the contract or convert it into permanent employment. In the case of a one-year contract, the deadline is therefore set at nine months. The supervisor is expected to discuss this with the colleague before the deadline.

The onboarding programme is obviously aimed at guiding and assisting the supervisor and the new employee as effectively as possible to make this a 'go'. Unfortunately, the collaboration may not always be sustainable nor win-win.

After a 'go', the extension must be entered in MyHR. At Wageningen University, you take care of that and, at Wageningen Research, HR Support does it. More information can be found in the checklist below.

### Checklist for extending a contract

Does this pertain to a Tenure Tracker? Then they probably have a seven-year contract. The above conversation then need not occur.



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# 7 I make the difference

In this last phase, the new employee makes a noticeable difference within SSG. It is perfectly clear what the colleague contributes through their role and profile to the team objectives and the WUR strategy.

In the onboarding programme, we work together with the new colleague on the consolidation and further expansion of their network inside and outside SSG/WUR. The new employee is an ambassador for SSG. There is no set programme for this, because it is something we do together.

Thank you for your contribution to the SSG Onboarding programme and your cooperation with HR!

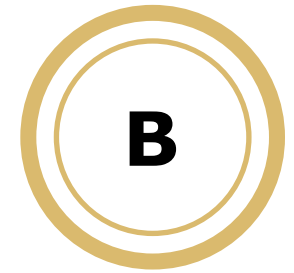
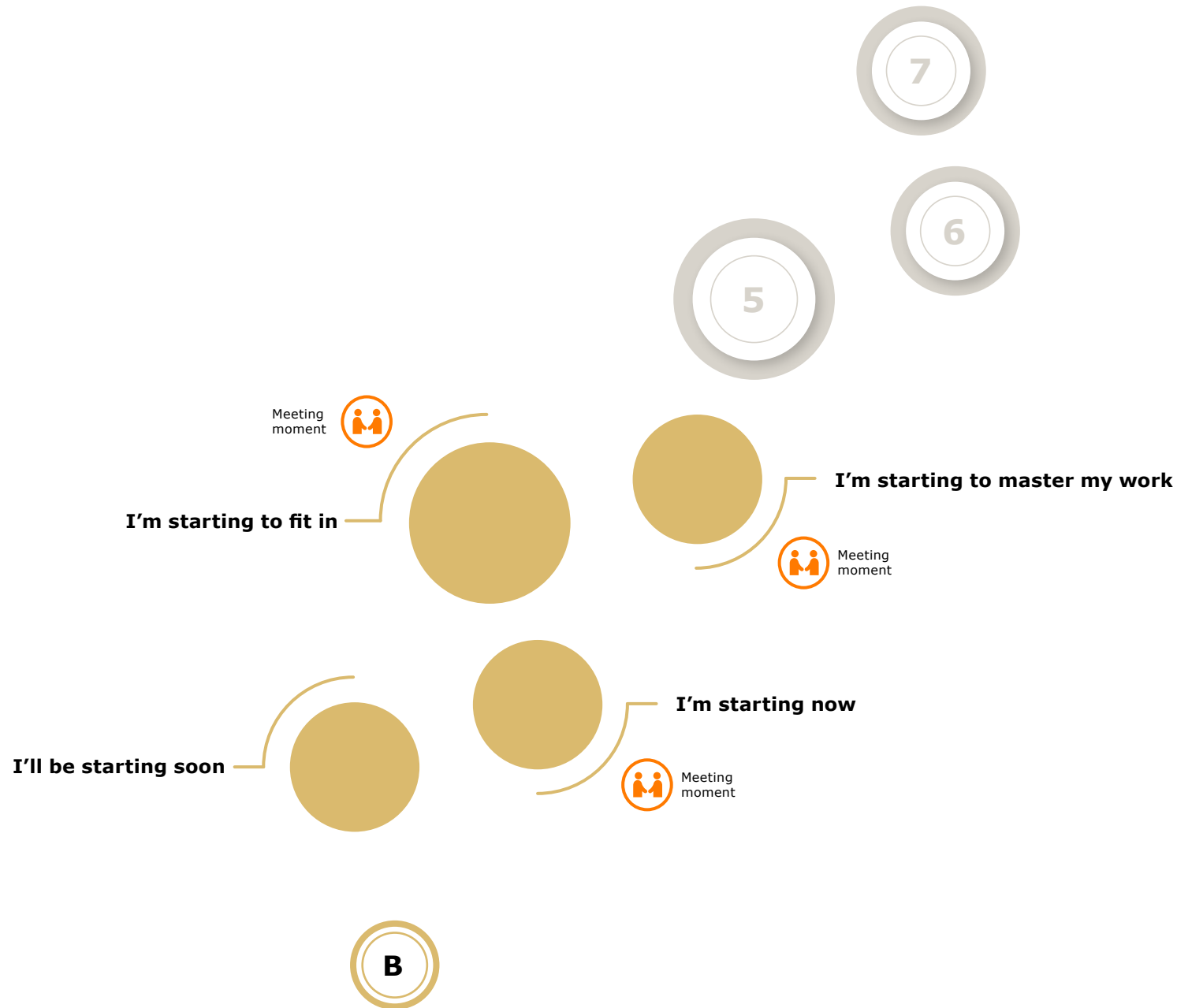


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# Your Onboarding Track

Looks like this, click on the stepping stones for more information.



Buddy

- 1 I'll be starting soon
- 2 I'm starting now
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# 1 I'll be starting soon

The onboarding programme begins the moment the new employee says 'yes' to the job offer. In this first phase, we already know that we would like to work with the new colleague and are putting the finishing touches to a good formal cooperation. We in HR set to work to ensure everything is ready on the first working day and the employee feels like they're stepping into 'a warm embrace'. You can read below why it is important to pay attention to the onboarding process.

## Why is onboarding important?

While other parties are busy getting everything ready behind the scenes for the new employee's first day at work, it is your role to welcome your new colleague in an informal way. You make the colleague feel welcome over the first three months; you answer questions and show them around the organisation. Because each chair group, department or team may have its own organisational structure regarding who does what for the new colleague and where they can turn with which question, we ask you to guide and inform the new colleague in this matter. As soon as we know when the new employee will start, we can already set certain things in motion. You can read what happens in this phase in the checklist below.

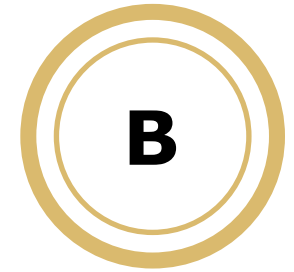
## Onboarding checklist

### **Target group-specific tips**

Are you a new employee's buddy in one of the staff departments? Then please pay some attention to the relationship between the decentralised departments and Corporate. For example, what relationship does SSG Liaison Office have with Corporate? What people work there and who do you need to know?

It is also nice for a new employee to know what the other SSG staff departments are, and which ones you might encounter in your work. The four SSG staff departments are Liaison Office, Finance & Control, Marketing & Communications and HR.

Are you a new employee's buddy in a management role? Then pay some attention to processes, departments and systems that an executive role must deal with. Departments include HR, Learning & Development, Liaison Office, Finance & Control and Marketing & Communications. Processes and systems include MyHR, Optare and MyProjects.



## Buddy

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## 2 I'm starting now

The first day at work is an important moment for the new colleague. We therefore want everything to be well organised and for everyone to be ready to welcome the employee. You will play an important role on this day, whether live or via remote working.

You will welcome the new employee on the first working day. For this purpose, you either schedule an appointment with the new colleague yourself, or someone else schedules all the appointments for the new colleague. Make sure you agree in advance who will take care of that for you.

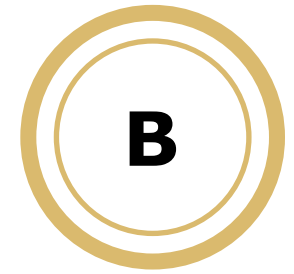
You can welcome the new employee at the office (physically at the front door) or online. Show the colleague around, show them their workstation and make sure it is properly installed. Help the new colleague in the first period to become familiar with the systems we use at SSG (MyProjects, MyHR, Proquero, etc.). Are you a buddy for a new researcher, teacher or manager? Please let them read the [special quickstarts](#) for these target groups.

What you do next depends on the colleague. Maybe they enjoy having lunch together once a week, or perhaps they need some help printing something out the first time. This role is largely informal and friendly. You are the first point of contact and, at first, will touch base with them on a daily basis to hear how things are going.

Of course, the supervisor will also welcome the new employee 'as live as possible' on this first working day. If we can manage to organise a team event, that would be perfect. If this is not possible, the new employee should preferably meet a number of colleagues.

Some other ideas to consider before or on the first day of work are listed below.

Need to haves and nice to haves on first working day



Buddy

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The first month is important to get everything right and to discover whether the collaboration is sustainable and win-win. The objectives for the onboarding programme are also determined in this period.

From the onboarding programme, we do everything possible to make the new employee feel like they belong. Depending on the schedule, the colleague will attend WUR introduction days, the SSG introduction and possibly an introduction day organised in your department.

### Programme WUR Introduction Days

### Programme SSG introduction

It is your role to translate the new employee's fresh view and remarks about the introduction to your supervisor as well as possible. You regularly ask how things are going, not only in terms of work content or cooperation with others, but also about the SSG onboarding programme. We will take this into account in order to improve the programme.

Feedback on the onboarding programme can be shared with HR Support at [hrsupport@ssg.nl](mailto:hrsupport@ssg.nl). All input to jointly learn from is welcome!

Before the end of this phase, the supervisor will discuss with the colleague whether the cooperation is sustainable and win-win for both parties. If not, this is the time to bid farewell.



Buddy

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## 4 I'm starting to master my work

The onboarding programme is also aimed at ensuring that the new employee can carry out their role as quickly as possible and is comfortable working as a content professional. The supervisor has an important role in this, as does, of course, the new colleague. You help where necessary and possible to put them in touch with relevant colleagues, teams and agencies inside and outside SSG.

At the end of this phase, there should be no more doubts about the scope of the role, role definition, tasks, responsibilities and authority of the new employee and they should be able to successfully execute and take them on independently. In addition, they work cordially, well and constructively with colleagues to deliver good joint results.

Once the new employee has been employed for approximately three months, the supervisor will conduct the Performance & Development (P&D) planning interview with them. During that meeting, the supervisor and employee discuss, among other things, the area in which they would like to be guided by a mentor. After that meeting, you hand the baton over to the mentor who will be a sparring partner in a more content and career-oriented way, if that applies to this employee.

We hope that you and your new colleague will click and that you'll enjoy a pleasant working relationship during your time at WUR. If you wish, you can have a say in which mentor would be a good fit. Discuss your suggestions with the employee, the supervisor or HR.

At the end of this phase, you and your new colleague evaluate your buddy relationship. If you wish, you can use the template below.

[Format for evaluation of buddy](#)

[General information about the SSG Mentor programme](#)

[The role of the supervisor in the SSG Mentor programme](#)

[List of SSG mentors](#)

Thank you for your commitment to the SSG Onboarding programme. Thanks to you, the new employee feels at home and welcome, and we find that very important. We hope you'll want to be a buddy more often in the SSG onboarding programme and look forward to your tips and best practices to make the programme even better next time!



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