Onboarding on MP of newly appointed employees and guests*

What	Who	When	Note
Email address, staff no. and welcoming letter **	HR	Before arrival	
Location of workplace	Research group (message HR) If extra rooms (head of section)	Before arrival	
Welcome to the group contact	Research group/head of project if PhD, post doc, assistant professor Head of section if associate professor, prof. HR nudges up to arrival (mail to group coordinator)	Before arrival	Request to select a buddy
Ordering of IT and tel.	Research group will notify procurement (currently Tina)	As soon as possible	If too long delivery time a phone/computer can be lended
Potential ordering of furnitures	Research group notifies procurement	As soon as possible	Sekr. will as far as possible make sure that we have furnitures in stock
Welcome and intro to personnel manager	Research group introduces to the head of section in connection with the tour upon arrival. Head of section has a welcome meeting: Intro to institute, section, research groups and roles	Upon arrival Every 3. month.	Remember PBL intro if relevant.
Intro meeting to the institute and administrative questions	Head of department and head of secretariat	2 times a year	Consider video solution
Introduction to the culture	The research group got the ball	From before until the new colleague is integrated	Link to the handbook
Announcement of new employees	Announcement on info screen + potentially newsletter or the like		

*Guests: Must be treated as newly appointed. The research group is responsible for notifying HR about arriving guests.

**Welcome folder: Send before arrival together with an email address. Is general and needs to apply to all staff groups. Contains the following subjects: Sickness, vacation, admission card, phone, library, canteen, lunch-room (commonroom); MP Social Club, especially for foreigners (ISO); office expenses, IT support, defibrillator, travel booking, mandatory GDPR courses, maps, reference to homepage; request to read about the institute's research areas (homepage) and research profiles (vbn).

Proposals to initiatives to achieve a good welcome culture in the whole organization:

- Every research group plans the welcoming of new colleagues.
- Discussion of how to greet newly appointed on the coordinator meeting e.g. once a year.