

CHECKLIST ONBOARDING

Before the first working day

Checklist		
What	Who	Date finished
Contact with employee	Manager	
Order flowers	Secretary	
Announcement via mail or in department consultation	Manager	
Check whether the appointment is active and e-mail address known in Outlook	Secretary	
If necessary: check screening report & Certificate of Conduct (VOG) on receipt and result	Manager	
Arrange laptop / telephone / mobile / iPad	Manager/ Secretary	
Schedule appointments with: <ul style="list-style-type: none"> • Director • Manager • HR • Colleagues • Etc. 		
Send emails to keep in touch	Manager	
Send information: <ul style="list-style-type: none"> - Vision 2020: https://www.utwente.nl/organisatie/over-de-ut/visie - https://www.utwente.nl/en/organization/shaping2030/ - About the University of Twente (UT): https://www.utwente.nl/organisatie/over-de-ut https://www.youtube.com/watch?v=1pwmZDupoww - Website service department HR: https://www.utwente.nl/nl/hr 	Manager/ Secretary	
Planning extras (lunches, team meetings)	Manager/ Secretary	
Invite central introduction meeting	Secretary	

First working day

Checklist		
What	Who	Date finished
Hand over flowers	Secretary	
Reception	Manager + Buddy	
Conversation with manager	Manager	
Introduction department Explanation about UT during collection -> Employee card	Buddy	
Create proposal mail	New employee	

First workweek

Checklist		
What	Who	Date finished
Information about: <ul style="list-style-type: none"> • Expectations about the job • Strategy department • Culture department • MT (duties & responsibilities) • Team composition & tasks • Work meetings • Working method HR 	Manager / Buddy Agile, Lean (zie Sharepoint)	
-Information folder (questions about the content) -Alarm and evacuation procedure -Web application <ul style="list-style-type: none"> • Holidays • Reporting illness • Self-service • Sharepoint HR -Central introduction meeting https://www.utwente.nl/en/hr/recruitment-internationalization/introduction/	HR-assistant	

Internal introduction interviews <ul style="list-style-type: none"> • Director • Manager • Colleguess • Netwerk 	Manager / Secretary	
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After two months

Checklist		
What	Who	Date finished
Evaluation onboarding (what went well, what could be better)	Manager	Before the 3rd month