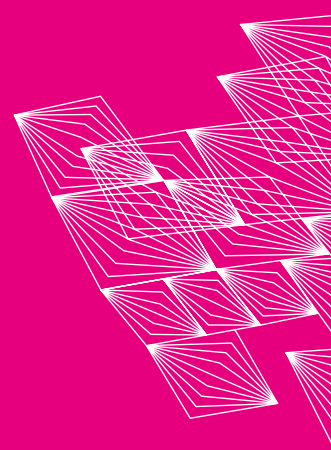


UT MATTERS: ARE YOU READY FOR YOUR NEW COLLEAGUE?



Great news, someone is about to come and strengthen your team! This checklist offers **some optional suggestions** you can carry out to make sure your new colleague feels welcome and gets plenty of tips and practical information. To give you a complete picture we also added the contact moments HR performs UT-wide. Every task completed can be ticked off – it's that easy. **Good luck!**



6 TO 2 MONTHS BEFORE FIRST DAY AT WORK

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Apply for the necessary facilities

Based on employment condition interview

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Contact colleague online

Send digital welcome booklet (**HR decentralised**)

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Arrange housing, office, mailbox, nameplate, etc.



2 MONTHS TO A WEEK BEFORE FIRST DAY AT WORK

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Send corporate video: [Shaping2030](#)

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Send welcome mailing from the HR department concerning the specific faculty/department.

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Appoint a colleague on the team as buddy

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Announce internally that a new colleague is joining, via email or during a (digital) department meeting

Develop tailored introductory programme in collaboration with buddy:

- Schedule appointments
- Collect employee card together with the new colleague
- Deal with questions about registering with the municipality, bank number, health insurance
- Explain systems (such as employee portal or TAS)
- Expectations about tasks
- Department strategy
- Department culture
- Faculty board or MT staff
- Department / team
- Composition / tasks
- Work meetings
- Way of working within department / team (where do you store information / documents)
- Employee's situation with regard to working from home
- Mark end of trial period with a personal conversation with the manager



FIRST WEEK

Welcome message (HR central)

Employee with a Dutch address will receive a welcome card and a small present by post.

Employees who do not (yet) have a Dutch address will receive a digital welcome e-mail and the message that a present is waiting in the UT letterbox.



FIRST DAY OF WORK

Online appointment with:

Supervisor
Team / colleagues

Request new employee to introduce him- or herself via email, Yammer or video

Add new colleague to the mailing list and invite to all department and team meetings

Contact new employee and introduce to Buddy

FIRST DAY OF WORK ON CAMPUS

'Good luck' message

Order flowers and have them delivered at the desk of the new employee (note: it concerns their first day of work on campus, not their first day of work in general)



FIRST WEEK OF WORK

Invitation from Mirjam Bult for an online introductory meeting (HR central)



SECOND TO FIFTH WEEK OF WORK

Regular contact moments with new employee (tune frequency and schedule as required)

Email / send '10 things to do this year' (HR central)

Digital message coursefinder / goodhabitz (HR central)



SEVENTH WEEK OF WORK

End of trial period interview:

Evaluation of the first two months
Evaluation of onboarding: what went well, what can be improved

NOTE: PHD'ERS HAVE A PROBATION OF NINE MONTHS