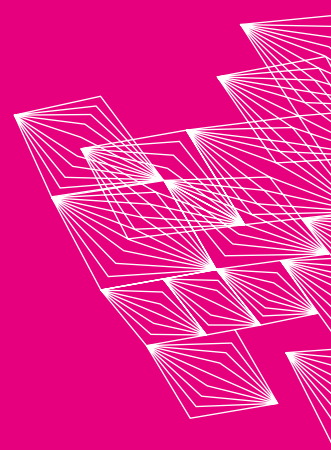


# UT MATTERS: ARE YOU READY FOR YOUR NEW COLLEAGUE?



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

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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 Service portal or MyFin (Unit4))
- 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 Machteld Roos 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**