Checklist for Supervisors:
Onboarding New Staff Members

The successful onboarding of new staff entails a well-organised and systematic welcome, induction and integration.

How employees perceives their new working environment during their first few days and weeks in the job is crucial for their long-term commitment and job satisfaction. A successful induction period and integration creates the basis for a positive impression of the workplace, working environment and university.

ONLINE-VERSION:

go.upb.de/ einarbeitung

The induction of new employees is essentially a **management task.** Accordingly, as a supervisor, it falls to you to manage and plan the overall induction process. This checklist aims to support you in preparing and planning for onboarding your new staff members.

We recommend that you appoint a **mentor** from the new employee's actual future working environment, who can support you with their orientation, induction and social integration. With the help of this checklist, the relevant induction tasks can be divided between management and mentors.

Before the first day: Successful integration starts before the first day on the job: New employees should know what to expect and contact persons should be on hand to answer any questions they may have. In the run-up to the first working day, all organisational formalities relating to the work contract need to be clarified (see checklist).

First working day and induction period: An employee's first impression of their new workplace can be crucial for their motivation and integration. On the first day, the focus is on getting to know the environment and briefing the new staff member on their tasks and responsibilities. The first week should cover the following: a schedule for the first months, an introduction to the (clearly defined!) tasks, presentation of the main contact persons and clarification of processes and basic conditions. On-going advice and support during the first few months, as well as regular feedback meetings with management are also essential for ensuring the successful induction and integration of new employees. Mutual expectations and the relevant management approach should also be discussed during this period. An indication of the new employee's longer-term career prospects should be given in good time before the end of the trial period.

UNIVERSITÄT PADERBORN
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Checklist: Before the first working day

What needs to be done?	Who?	Completed
Room and office supplies		
Office: Clarify / request a workspace		
Door nameplate: Email the relevant form (or special form Building P) to the Facility Management department (tuerschilder@zv.uni-paderborn.de, -2526, E5.121)		
Order furniture via the Procurement department (Dirk Fuest, -2521, C2.209.)		
Order office materials via your organisational unit (see contractual partners)		
Furniture transport: Janitorial services team: -2972, H0.107		
Dismantling/installation: Installation of whiteboards etc. by Technical Facility Management (Ulrich Kosfeld, -2477)		
Telephone, IT, email		
Telephone: Apply for a telephone, telephone number and for entry in the telephone directory to tvzservice@zv.uni-paderborn.de, -5400.		
People directory: Apply for entry in the directory via email		
IT equipment and support: For personal IT equipment, contact your local IT staff. For general services (WLAN, email, media equipment, software etc.), contact IMT Service Point, -5544, N5.344 *Central University Administration staff* : contact Specialised administrative procedures		
Email address: Self-registration at the IMT service portal in order to create a university email account (can be requested *ahead of* the first working day!); see guidelines. *Central University Administration staff:* Apply to set up an email address to Specialised administrative procedures		
Login data: Request access to drives, IT systems (PAUL, MACH etc.), as required		
Set up a **flexitime account** (primarily applies to non-academic employees): More information: Human Resources Department (Christa Meier-Rohde: -2511, B1.223, and Hubertus Loke: -3944, B1.334)		
Preparation for first day and induction period		
Prepare for **reception and welcome** (allocate enough time)		
Inform the **team** of the new employee's name, role and start date		
Draw up an **induction plan**: Plan a job-specific induction and initial tasks, schedule feedback meetings, compile induction documents		
Compile **documents** for the induction period		
Recommendation: Appoint a **mentor** as the contact person for any job-specific and organisational issues during the induction period, as well to provide support with the social integration of the new employee; define their responsibilities during the induction period.		
Provide the employee with **information in advance of their start date** (where applicable, in consultation with the Human Resources department): When should the employee turn up where on their first day, who should they ask for? (where applicable, send map) What is planned for the first work day?		

Checklist: First day and induction period

What needs to be done?	Who?	Completed
To be completed by management or the mentor		
Introductory meeting between supervisor and employee		
Introduction to the workplace: Information on the telephone system, email, printing/copying, procurement of materials, incoming/outgoing mail, circulations etc.		
Information on the building/campus: where applicable, tour of the building		
Integration: Introduction to colleagues, contact persons, advice services		
Discussion of the induction plan: Explanation of tasks, responsibilities/competencies, processes, points of contact with other departments/colleagues etc.; early assignment of initial tasks		
Explanation of administrative processes and important forms: e.g. procurement, invoice management, travel authorisation requests		
Information on rules and formalities: e.g. working hours, break regulations, absence cover arrangements, sickness notifications, holiday request forms		
Clarification of procedures within the team: e.g. team organisation, team meetings, special practices		
Information on introductory support for new employees a) Central services for new staff: ABC for employees, welcome event, Jenny Aloni Center (Young Scientists and Academics) b) Specific offers and services from the department/division		
Securing of all equipment: Where applicable, procurement of software, literature, materials; inclusion in distribution lists/mailing lists		
Occupational Health & Safety: Initial safety instruction, informing about ergonomic advisory service and offer of "Health University" (SG5.3)		
Feedback and support: Discuss work results, give feedback on performance, discuss expectations and management approach, agree on required training/further training		
To be completed by the new employee		
Office key: Fill out a key receipt form, have it signed by your supervisor and pick up the key from the Facility Management department (Andreas Schwaller, -2508, E5.124, office hours: 8-10 a.m., 1-2 p.m.)		
ID/library card: Apply for a combined library and university ID card via the IMT service portal (see guidelines)		
Person manager: Enter or edit your personal data in the person manager (see guidelines).		
Business cards: Order business cards in corporate design from the university's printing office		
Photo: Where applicable, make an appointment to have your photo taken for the university website with the Media Service Centre		
DeliCard: Cashless payment method that can be used at all dining facilities on campus, with automatic reloading option, available from the DeliCard Service (Building ME)		