# Onboarding process at the Department

At the Department of Political Science and Public Management, one of our strategic goals is to create an inclusive and attractive work environment, which among other things requires a focus on a good onboarding of new employees[[1]](#footnote-1). We must ensure that newcomers feel a sense of belonging and become confident with the formal and informal structures of the workplace as soon as possible after employment. Therefore, it is necessary that 1) the department and the relevant section invest time and energy in the onboarding process 2) there is clarity about who does what in the process.

## First days: Welcome to the department

Before the start at the department, the secretariat prepares a workspace for the newcomer. When the new employee officially arrives, the secretariat welcomes the newcomer with flowers, a pixi on the strategy as well as keys to the office, an employee ID card and relevant IT-equipment. In addition to this, the secretariat also sends out a [mail](https://syddanskuni.sharepoint.com/%3Aw%3A/r/Sites/SekretariatIfS/Dokumenter/Onboarding/Udkast%20til%20onboarding%20mail.docx?d=wbf06252463ff4d8482e393d351835af8&csf=1&web=1&e=sOeIzq) with relevant information about our employee portal, sickness absence, IT-support among other need-to-knows. To make sure that the new employee is in the information loop from the start, the secretariat adds the newcomer to relevant mailing lists and invites the newcomer to relevant department events. The section is responsible for invitations to relevant meetings and social events in the section.

The Head of Section is encouraged to send out a welcome e-mail before the official arrival, so the newcomer feels welcome from the start and knows what to look forward to. In this e-mail, the Head of Section should assign the newcomer a contact person from the section that can help the newcomer “plug into” practical matters, the department culture and answer any questions that arises.

During one of the newcomers first days of work, the Head of Section arranges a short welcome meeting, where the newcomer is introduced to the department and research unit in general. It is also encouraged that the Head of Section offer to take the newcomer on a guided tour to show relevant facilities at the department as well as introduce relevant staff from the section and secretariat.

## The first weeks: Introduction to new colleagues and PURE

The section is expected to arrange a gathering (welcome meeting or lunch) during one of the first weeks of employment, so that the newcomer can meet and interact with the colleagues from the section.

In this phase of the process, the secretariat will send an e-mail with an introduction to PURE and ask the newcomer to setup their research profile. In this mail, the secretariat will also ask the newcomer to write a short personal introduction and send a photo, which the Head of Department can use in a newsletter to welcome the newcomer to the rest of the department.

## The first months: Follow-up and further integration

To make sure that the newcomer feels well received, the Head of Section should arrange a meeting to follow-up on the first time of employment after a couple of months. In this meeting, it can be an advantage to let the newcomer determine the direction of the conversation, so any potential issues can be identified and discussed. It should at least be ensured that there is clarity about workloads and that the newcomer feels welcome and accepted as a part of the group. If the new colleague is an early career scholar[[2]](#footnote-2), a more experienced scholar should be offered as a mentor for career planning and development. To make sure that the newcomer is onboarded to teaching activities, the Head of Studies will invite the newcomer to a welcome meeting and talk with the newcomer about teaching at the department.

It is expected that the assigned contact person introduces the newcomer to the workplace beyond the section within six months from employment. This can, for example, be done by introducing the newcomer to networks beyond the research units and/or by participating in professional and social activities at the department together with the newcomer.

## The first year: Evaluation of the first time of employment

After the first year of employment, the newcomer should evaluate her/his first time of employment at the department as well as the onboarding process with the Head of Section in the EDD. In this way, potential issues can be identified and addressed, and the onboarding process can be adjusted if needed. After completion of the official onboarding program, the Head of Section is encouraged to regularly follow-up on employees with less than three years of employment to make sure they feel included and thrive at the workplace.

## Onboarding international employees

In the onboarding process, there should be paid special attention to the internationals as this group of employees may have a special need for support in their transition to a new country and culture. The International Staff Office sends out relevant practical information to international newcomers about what must be done and offers help in relation to practical matters about moving to Denmark, creating a personal identification number (CPR-nummer) and a bank account etc. However, the contact person should follow-up on the newcomer during the first time of employment to make sure that international newcomers have received sufficient information and is helped with registration for language courses if this is relevant.

# The secretariat’s checklist in the onboarding process

|  |  |  |
| --- | --- | --- |
| **Before start** | **Main responsibility** | **Checkbox** |
| Preparation of workspace | Ann | **☐** |
| **The first days** |  |  |
| E-mail with practical information | Tina  | **☐** |
| Add to relevant mailing lists | Tina | **☐** |
| Invite to relevant department events | Johan | **☐** |
| Welcome flowers and pixi on the strategy | Ann | **☐** |
| Keys and employee card | Tina | **☐** |
| IT-equipment | Ann | **☐** |
| **The first weeks** |  |  |
| E-mail about PURE and personal introduction | Signe H. | **☐** |
| Introduction of the newcomer to the department | Signe P. | **☐** |
| **The first months** |  |  |
| Meeting with the Head of Studies | Melike | **☐** |

# The section’s checklist in the onboarding process

|  |  |  |
| --- | --- | --- |
| **Before start** | **Main responsibility** | **Checkbox** |
| Find a contact person in the section | Head of Section | **☐** |
| Welcome e-mail and assignment of contact person | Head of Section | **☐** |
| **The first days** |  |  |
| Welcome meeting | Head of Section | **☐** |
| Guided tour | Head of Section | **☐** |
| Invite to relevant events in the section | Section | **☐** |
| **The first weeks** |  |  |
| Welcome meeting or lunch in the section | Section | **☐** |
| **The first months** |  |  |
| Follow-up meeting | Head of Section | **☐** |
| Offer a mentor | Head of Section | **☐** |
| Introduction to the workplace beyond the section | Contact person | **☐** |
| **The first year** |  |  |
| Evaluation of the onboarding experience in the EDD | Head of Section | **☐** |

1. A new employee is defined as a person that do not have an employment history with the department. [↑](#footnote-ref-1)
2. Early career scholars include PhD’s, post docs, assistant professors, and young associate professors. [↑](#footnote-ref-2)