**Onboarding - program**

**Department of Sociologi, Environmental- og Erhvervsøkonomi**

This program describes the tasks that need to be done, when the Department has a new employee. It tells who is the responsible person and which agreements must be made before the new employee starts. The program comes in a blank form as well, that needs to be filled out and sent to the new employee before the start.

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| **Time** | **Headline** | **Task** | **Responsible** |
| Before start | Practical issues | Order sign, | JP |
|  |  | Decide on PC and evt. Lync equipment. Order flowers | UHO |
|  |  | Tour of the Department and the kitchen, introduction to colleagues, tour of the campus (Library and IT) | JP |
|  |  | Information about Danish Course if the international employee is hired for more than 1 year.  OBS på spouses opportunity. | JP  Email to Carolin Lemke Jensen. |
|  | Establish 1st actual working day | When does the new employee meet for the first time – decide on actual meeting time. Welcome material from HR will be on the table. | JP and RGL. (research group leader) |
|  | Select Buddy | RGL vælger en buddy til den nye medarbejder blandt forskningsgruppen. Buddy opgaven er at få den nye medarbejder til at føle sig velkommen, sørge for at vedkommende kommer med til frokost og bliver inddraget i instituttets liv. | JP and RGL |
| After start |  |  |  |
| 1. day of work |  |  |  |
|  |  | Introduction to the Department, key, IDcard, IT, kitchen e.g. | JP |
|  | (International) | Introduction to Anette Møller and the International Staff Office | JP |
|  |  | Welcome by RGleader  Introduction to research group, working methods, primary research areas, research and department seminars, important activities | RGL |
|  |  | Lunch with relevant colleagues, introduction to canteen and lunchroom. Also the coming days | Buddy |
| 2.day of work | Morning | Meeting with Head of Department. The organization of the Department, how we ties to the Faculty and SDU. Campusstructure, Values, visions for the Department, presence. Communication (formal/informal) open doors – coffee meetings. Expectations / demands, and MUS | Torben Munk Damgaard |
|  | Make an agreement | Communication – webpage, intranet, news, pictures – colourbox, pictures, be aware of good stories within your reseach | Camilla Wissing Mortensen |
|  | Lunch |  | Buddy |
|  | Afternoon | Information about the administrative routines and systems, travelling, carbooking, registration of sickness and holidays e.g. | UHO |
| 3. day of work | Make an agreement | Meeting with Research group leader, Fundraising and process, participation in conferences, expectations, demands, competencedevelopment, books, memberships of professional organizations. Collaboration of the RG and interdisciplinary collaboration, responsibilities, teaching and pedagogic, working papers. Staff chart |  |
|  | Make an agreement | Meet with Manager of studies and teaching. Organization of the studies, studyboard, local, collaboration, development, pedagogics, education, workoload system norms | Klaus Levinsen |
| Other mandatory elements | Research support office | Meeting with Irene and perhaps also pre award contactpeson, procedures at the Department, focal point, important deadlines | IN |
|  | Ph.d. | For ph.d. students plan a meeting with Phd. Coordinator Oliver Schnittka. |  |
|  | Intro PURE | Importance of Pure, introduction, deadlines  Orcid, Teaching portfolio | JP |
|  | Intro SDU Erhverv | Meeting with Lars Vad |  |
|  | Intro Study service | Meeting with Birgit Jahn |  |
|  | Intro Library | Meeting with Tobias Albrecht contactperson for the library |  |
|  | GDPR | Introduction to the importance of GPDR, internal procedures, and contact persons. | XX for VIP  Ulla for TAP |
|  | Staff Chart | Steen Thielsen |  |
|  | Juniornetwork | Judith makes sure that a representant for the juniornetwork invites new juniors to the network |  |
| After 3 months. |  | Follow up meeting with RGL and Head of Department – status, challenges, thoughts e.g. |  |
| After 6 months |  | Final meeting with RGL and Head of Department – closure of onboarding. |  |