# Checklist for onboarding a new employee at SDU

Onboarding should be a structured process. The aim is to retain new employees, support their performance and commitment, and facilitate their development, both socially and professionally. The onboarding process is all about making the new employee feel comfortable in their new social, professional and cultural context.

This checklist contains suggestions for the tasks that need to be completed in the pre-employment period, the first day, and the initial period.

To make the most use of the checklist, consider which items on the checklist match the needs the new employee is expected to have. It’s a good idea to ensure that the people responsible know their tasks and when they need to be completed. Additionally, it is a good idea to send the checklist to the new employee so they have a chance to go through it first and know what needs to happen.

When hiring an international employee, please also refer to International Staff at SDU HR, where you can find detailed information and help with residence permits, insurance, housing, information about Denmark and more.

**Pre-arrival tasks**

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| **Agree on roles** | **Tasks** | **Responsible:**  |
| * Who takes care of the practicalities?
* Who welcomes the new employee on the first day of work?
* Who provides the professional introduction?
* Who is the contact person/buddy?
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| **Practicalities regarding hiring, IT and introductions** | * Welcoming letter, digital welcoming and induction seminar for new employees.
* Keys and creation of employee ID card.
* Setting up in the system
* Ordering PC and other equipment
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| **The workplace**  | * Table, office chair, lighting
* Name plate for offices
* Ordering a phone
* Office supplies (pen, pad, calendar, tray, etc.)
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| **Communication** | * Briefing of relevant colleagues
* Introduction of new employee in newsletter/website
* Add the new employee to mailing lists and website
* Presentation of unit
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| **Planning the intro programme for the first few days**  | * Planning of day 1 (what needs to be ready and who is responsible for it)
* Preparing the programme for the day
* Preparing a programme for the first 30 days
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| **Calendar bookings** | * Department meetings
* Meetings with immediate manager are booked ahead of time.
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**First day of work**

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| **First day reception**  | **Tasks** | **Responsible** |
| * Welcoming the new employee
* Joint morning coffee in department/division
* Round of introduction to staff
* Guided tour
* Which employees from the department/division are relevant for the new employee to meet on day 1?
* Which places and facilities are relevant for the new employee to know? (e.g. mail, office supply room, kitchen facilities, coffee/tea, canteen, toilets, parking, changing rooms, laboratories, etc.)
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| **Social and academic introduction** | **Social:*** Introduction to buddy, immediate team
* Introduction to the division’s employees
* Introduction to bread scheme, gift scheme, SDU fitness, flex schedule, Feriefonden, etc.

**Academic:*** Meeting with immediate manager about tasks, expectations, etc.
* Introduction to a specific professional task to be completed on the first day
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| **Office and workstation** | * Organisation of office space and (if necessary) introduction to other workstations, e.g. laboratories
* Help to get started with IT systems.
* Presentation of important websites, e.g. SDU’s own service page
* ID card, key, take photo
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# The first 30 days

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| **IT** | **Tasks** | **Person responsible** |
| * Introduction to relevant IT systems
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| **Travelling** | * Order a credit card
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| **Finances** | * Introduction to the financial model and information on procedures.
* Important numbers (EAN, unit, location number)
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| **Working environment** | * Instruction in workplace design
* Introduction to handling technical aids
* Introduction to safety rules in laboratories
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# The first 90 days

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| **Social introduction**  | **Tasks** | **Person responsible** |
| * Buddy follows up and asks about the social and collegial experiences
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| **Professional introduction** | * Ensure new employees are introduced to professional networks
* After three months, the immediate manager organises an interview where general well-being, work tasks, but also skills and career perspectives are discussed
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| **Ongoing follow-up**  | * Follow-up meetings with manager and contact person/buddy, which can include a focus on tasks and the organisational culture.
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