

Onboarding IMM January 2025

Before or Urgent

This document, together with the checklist is meant for the responsible Head of research or PI (depending on new employee) it is your job, to make sure all relevant points in this document are taken into consideration.

The documents should evolve over time, but only if you bring relevant feedback to it. Please do so to the Student helper.

Preboarding

- **International Offices**

- <https://www.sdu.dk/iso>

International Staff Office (ISO) is a unit within SDU HR - Staff.

ISO can help you with issues such as residence and work permit, registration, tax, social security, housing and other practical matters related to your move to Denmark. They also offer a range of social intercultural activities, job networking and activities for families, spouses or partners.

- <https://www.odense.dk/ico/>

Odense International Community offers information about moving to, living, and working in Odense. They can also help finding accommodation in Odense and they arrange international meetups and social events.

- **Office and Lab Space**

Assigned by the research leader + responsible technical-administrative personnel (TAP).

- **Animal Facilities (if relevant)**

Contact: Charlotte, Stefanie, and Louise (large animals).

- **Access Cards and Keys**

Cards must be ordered prior to employment. Cards and keys are collected from SUND HR (2nd floor).

Email: sdu-hr-sund@sdu.dk.

- **Intro Program (First Days)**

Responsible: PI

- **Welcome Meeting**

Ensure invitation to the joint welcome meeting with the head of department and administrative leader (managed by HR).

- **Association**

Ensure association between the employee, unit, and research leader via the head of department.

- **Teaching Expectations**

Align expectations regarding curriculum and workload before the start date (ideally during the interview, depending on the position).

- **Ordering IT Equipment**

If relevant, order equipment via SDU IT Servicedesk: servicedesk@sdu.dk.

- **Relocation Support**

Clarify expectations regarding physical relocation with the head of department and administrative leader.

Support may include moving research infrastructure or private relocation assistance.

- **Workshop Access**

Define the workshop's role and access to workshop technicians with the head of department.

- **Follow-up Meetings**

Schedule follow-up meetings between the employee and their immediate manager (e.g., at 1, 3, and 6 months).

Communication at IMM

- **Internal Communication and Meetings**

- Immediate addition to relevant mailing lists.
Responsible: Trille and head of research.
- Examples: Faculty Club, seminars, department forums, introduction seminars, newsletters, SDU/OUH announcements.

Onboarding – First 3 Months

First Days

- **Physical Tour of SUND**

- Focus on locations and facilities relevant to the new employee: core facilities, waste stations, kitchen, cafeteria, toilets, parking, etc.

- **Introduction to the Secretariat**

- **Introduction to Teaching**

Scheduling and coordinators.

- **Introduction to SUND-Communication**

- **Introduction to IT Helpdesk**

- **Introduction to the Workshop**

Contact: Jan and Flemming.

Professional Introduction

- **Core Facilities and Equipment**

Familiarize with SUND's biobank, core facilities, and lists of responsible persons.

- **Research Activity Planning**
 - Academically competence-activating elements
 - Participation in seminars and research planning during the first week (arranged by PI).
 - **Teaching**

Presentation of organization, teaching committees, IT-learning tools, norms and the collaboration with the faculty of Science
Responsible: Stine.
 - **External Funding Applications**

Introduction to the research support unit, budgeting, indirect costs, and incentives.
Meeting booked automatically upon employment.
 - **Finance**

Travel reimbursements, credit cards, project finance, and cost allocation.
 - **HR Procedures**

Introduction to recruitment procedures, contracts, and deadlines.
 - **External Contracts**

Introduction to RIO and opportunities for spin-offs. Contact person: Head of Department.
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Social Introduction

- Break culture and unit culture (physical presence, seminars, retreats, flex time, etc.).
 - Introduction of new employees on department or institute level depending on position.
 - Possibility of bread rolls at the unit in connection with the introduction of the employee
 - **Support Functions for Animal Experiments**
 - Meeting with veterinarians.
 - Introduction to the Repro Unit and Large Animal Unit.
 - Contact: Veterinarians at BML and AM representative.
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Networks and Support

- **Websites and Intranet**

Update new employees with group, photo, and profile.
- **Research Networks**

BRIDGE, Cancer Hub, DIAS, SDU Imaging.
- **Work Environment**

Ensure evacuation plans, safety introductions, and lab-specific training.

- **Equality and Committees**
Introduction to relevant committees.
 - **PhD School**
Organization, course arrangements, deadlines, funding opportunities, and expectations.
 - **OUH Partnerships**
Familiarize with departments, research groups, OPEN, and biobank collaborations.
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Ongoing Follow-Up

- **Performance and Development Reviews (MUS)**
Annual schedule and planning with the head of department.
 - **Formal Programs**
Assistant professor training, mentoring for change, and promotion programs.
 - **Career Development**
Career development meetings, salary negotiations, sabbatical, senior policy, and external affiliations.
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Contact Persons

- **Head of IMM Secretary:**
 - **Student helper:** Trille Kristina Bennedsen
- **Operations:** Jan S.V. Jensen, Flemming Jensen
- **Teaching Coordinator:** Stine Sonne Carstensen
- **Donations and Teaching Planning:** Rigmor Jepsen
- **HR Contacts:** Elisabeth Lohman, Sara Jørgensen, Anne-Mette M. Hansen (Finance)
- **Workshop Access:** Via Head of Department

Onboarding Facilitator: Pending

Head of Department (IMM):

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