Onboarding of new colleague

Checklist for managers

Congratulations, a new colleague! This checklist serves as an aid for you, as manager, to help your new colleague to quickly find their way in their new role and within the organization. For each onboarding phase, the checklist provides a number of tips and pointers to make sure this process will run as smoothly as possible. Some tasks have to be carried out by you, while others can be shared or delegated. Your new staff member will also receive this checklist, so you can jointly ensure a successful onboarding process!

Before the first day of work, you will

- get in touch with your new colleague.
- inform if facilities such as the University card, telephone and/or laptop have been sufficiently discussed with the new staff member during the terms of employment meeting and if everything has been arranged.
- create an orientation programme.
- inform the team about the arrival of the new colleague.
- arrange a workstation.
- arrange access to the necessary systems.
- organize the welcome and schedule this in advance in the calendars.
- arrange who from your team will train the new colleague on their tasks.
- arrange a buddy (optional).

On their first few days of work, you will

- personally welcome your new colleague.
- discuss the first phase of the orientation programme.
- jointly check if all technical facilities (My University, MePa, Shared Services, etc.) are working properly.
- check if the new staff member needs to have any additional access to particular buildings with their University card. The reception desk staff is able to help you with this.
- introduce the team and show the new staff member around the workplace. You could organize a tour, a joint lunch break, and/or give a small present, for example.
- organize an introductory meeting with their buddy, if applicable.

During the first two months, you will

- discuss mutual expectations based on the orientation programme.
- let your new staff member know how their probation period went.
- share the strategic plan of your faculty/service unit with the new staff member.
- tell the new staff member something about the working culture of your department
- ask after their experience with the buddy, if applicable.
- regularly check in on the new staff member's wellbeing and how they get on with their new colleagues.
- inform them who your department's HR advisor is.
- check if your staff member has been registered for the online workshop Privacy and Security — currently under development.

After the first two months, you will

- regularly check how the orientation programme is going and, if applicable, how the new staff member and the buddy get along.
- inform the staff member about relevant internal and external networks, such as YAG and YoungRUG.
- inform the new staff member about the R&O interview, if applicable.
- look at the items 'The first 100 days' and 'Nice to know' together in the onboarding portal.