**Name of employee:**

**Date:**

**Employment:**



**Checklist for introduction of new employees at the**

**Department of Geology**

For each new employee, the head of department appoints a person in charge of introduction.

In charge of introduction for doctoral students: supervisors.

In charge of introduction for researchers/postdocs/technical and administrative staff: project manager.

The person in charge of introductions is responsible for ensuring that the following points are ticked off and that individuals concerned are informed about the new member of staff.

Each person giving following information needs to sign in the corner confirming that they have given the information they should. The manager should not sign until everyone else has signed.

**Before the employee starts**

**Person in charge of introduction** (**Supervisor)**

* Prepare the office space (Anders Scherstén), a pigeonhole (Per-Erik) and a telephone (Gisela).
* Prepare/order a computer including required software (Gert)

**When the employee arrives**

1. **Person in charge of introduction (manager)**

* Request a Lucat ID (required for email and access card). Requires name, division, date of birth/personal identity number, job title (Gert)
* Arrange an access card (University library)
* Give a presentation of the introduction web pages, internal pages and documents, as well as servers, email, printing and the website (Gert)
* Tour of the premises and introduction of colleagues and important contacts
* Inform colleagues (the whole department) that a new employee has started by email (Anders)
* Arrange for a sign with the person’s name beside the door (?)

1. **Human Resources**

* Working hours/annual leave/sick leave/health promotion/doctor´s appointment
* Name and phone number of next of kin
* Courses
  + Fire protection training (inform Åsa when it’s done)
  + (Swedish course)

1. **Financial officer**

* Information on procurement and invoices, travel reports and expenses, Lupin, PhD account, project management and EU projects (Finance officers)

1. **House officer/meeting with the Health and safety officers**

* Safety review (show fire extinguisher, heart starter, first aid kit, evacuation routes and meeting point if the fire alarm should go on)
* Occupational health care (checking ergonomics)
* Lab instructions
* Chemicals order and disposal procedure as well as flammable goods handling

1. **The new employee**

* Enter a telephone number, room number and other information into LUCAT

**I hereby confirm that I have read the above information**

**Employee**

Date Signature Name

**Manager**

Date Signature Name