



CHECKLIST FOR ONBOARDING A NEW EMPLOYEE

Checklist with suggestions for tasks to be performed before the employee starts, on the first day and during the first weeks/months.

The checklist is a gross list. To ensure its effectiveness you should:

- **Add or remove items on the checklist** to match the needs expected from the new employee.
- **Ensure that the responsible individuals are aware** of their tasks and when they should be completed.

When hiring an international employee, please refer to the International Center's website www.ias.au.dk, where detailed information and assistance for residence permits, insurance, housing, information about Denmark, and more can be found.

Regarding employment documents/contracts, visa if applicable, please refer to Niels-Martin at nmt@dent.au.dk for VIP appointments or Enette at enette@dent.au.dk for TAP appointments.

Name of new employee	Position	Employment start date	IOOS-Section	Location in building and room	Work phone
Immediate leader			Buddy/Professional Mentor		
Tasks before arrival					
	Task	Responsible	<input checked="" type="checkbox"/>		
Role distribution	Who will welcome the new employee on the first working day?		<input type="checkbox"/>		
	Who provides the professional introduction?		<input type="checkbox"/>		
	Who is the buddy?		<input type="checkbox"/>		
Welcome letter, welcome package and introductory meeting	Send a welcome e-mail, possibly greetings from the section and buddy. The welcome letter contains information about the section, values, culture as well as information security, introductory meeting etc. The welcome letter also contains a link to the digital welcome package, which includes greetings from the		<input type="checkbox"/>		

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	rector and consists of: • Profile brochure • Strategy • Facts • Map of AU • Personnel policy • IT security folder. • Information about AU parking options/permit. •		
	Registration for Introduction Day (for international employees)		
Access	Order access card. Remember to include a photo of the new employee. Send an e-mail to Christina Rasmussen cr@dent.au-dk		<input type="checkbox"/>
	Order keys – send an e-mail to Pernille Mia Normand pnormand@au.dk		<input type="checkbox"/>
Organize workplace	Desk, office chair, lighting		<input type="checkbox"/>
	Name plate for office		<input type="checkbox"/>
	Order work phone and subscription Inform Kim Sørensen – ks@dent.au.dk about any multimedia taxation – if applicable		<input type="checkbox"/>
Communication	Inform relevant colleagues		<input type="checkbox"/>
	Add the new employee to mailing lists and web site presentation of the section.		<input type="checkbox"/>
IT	Order PC and any equipment (e.g. monitor, laptop, tablet, keyboard, mouse trapper / mouse).		<input type="checkbox"/>
	Registration of the new employee in the AU Medarbejderstamkort (personal data card)	Enette Berndt Knudsen (TAP appointments). Niels-Martin Hauschildt Tellefsen (VIP appointments).	<input type="checkbox"/>
	Order AU e-mail address	Christina Rasmussen	<input type="checkbox"/>
	Open access in relevant systems: RejsUd/CWT IndFak, STADS, AURAP/PowerBI, BrightSpace, Syllabus, Workzone, MitHR m.m.	The employee asks for access through Cherwell	<input type="checkbox"/>

	Network access (Eduroam, VPN)		<input type="checkbox"/>
	Order access to KLIPS. Contact Christina Rasmussen cr@dent.au.dk		<input type="checkbox"/>
Planning of intro programme	Planning the first day (what should be ready and who is responsible for it).		<input type="checkbox"/>
	Preparing a program for the day.		<input type="checkbox"/>
	Preparing a program for the first 30 days.		<input type="checkbox"/>
Calendar reservations	Schedule relevant meetings /forums		<input type="checkbox"/>
	Book meeting with immediate leader on the first day, ongoing and 3 months after employment start.		<input type="checkbox"/>
Clinic clothes for clinic instructors, dental assistants and administrative staff (order possibly on the first working day).	NB! Size + washing introductions, collecting clothes etc. OBS Bring clinic shoes yourself.		<input type="checkbox"/>
	Ordering of locker: Kim Sørensen – ks@dent.au.dk	Caroline Hørsted informs Kim	<input type="checkbox"/>
	Ordering name tag.	Mette Provstgaard informs Helle Jakobsen	<input type="checkbox"/>

The first working day			
	Tasks	Responsible	<input checked="" type="checkbox"/>
Reception	Receive the new employee	Immediate leader	<input type="checkbox"/>
	Common bread and coffee at the Department/section (with a brief introduction round).		<input type="checkbox"/>
Professional introduction	Immediate leader informs about the Department, culture and organisation and discusses tasks, expectations etc. (including research integrity for VIP).	Immediate leader	<input type="checkbox"/>
Tour/physical facilities	Which employees from the Department/section are relevant for the new employee to meet on the first day?	Immediate leader	<input type="checkbox"/>
	Which places and facilities are relevant for the new employee to be familiar with? (e.g. mail room, office supplies room, kitchen facilities, coffee/tea, canteen, toilets, parking, locker room, laboratories, emergency equipment, evacuation, heart defibrillator etc.		<input type="checkbox"/>
Social introduction	Introduction to buddy, closest colleagues		<input type="checkbox"/>

	Introduction to bread arrangement, gift system, AU Motion, Feriefonden (booking of summerhouses for the holiday).	Leader designates colleague	<input type="checkbox"/>
Office and workstation	Organizing office workplace and possibly an introduction to other workstations e.g., laboratories, clinics, etc.		<input type="checkbox"/>
	Refer to important websites such as www.au.dk , New employee at AU - getting started , IOOS-website: https://dent.au.dk/en/ , staff portal		<input type="checkbox"/>
	Hand out access card and keys		<input type="checkbox"/>

The first 30 days			
	Tasks	Responsible	<input checked="" type="checkbox"/>
IT	Introduction to relevant IT-systems		<input type="checkbox"/>
	Go through checklist for information security :		<input type="checkbox"/>
	Help to get started with the IT systems: Outlook/network driver/Teams/setting up printers, Brightspace/KLIPS etc.	Buddy and immediate colleagues	<input type="checkbox"/>
	Order AU credit card, if needed	Employee	<input type="checkbox"/>
Work environment	Instruction in workplace setup		<input type="checkbox"/>
	Introduction to handling technical aids and safety regulations in laboratories /clinics		<input type="checkbox"/>
	Emergency plan, heart defibrillator, first-aiders and fire alarm		<input type="checkbox"/>
	Introduction to occupational health and safety representative		<input type="checkbox"/>
Professional introduction	Sign up for relevant internal newsletters		<input type="checkbox"/>
	Introduction to the most relevant professional networks		<input type="checkbox"/>
	Sign up for relevant journal clubs		<input type="checkbox"/>
	Introduction to strategy, mission and IOOS-values Human Resources		<input type="checkbox"/>
Staff policies	Rules, regulations and policies, including flextime form		<input type="checkbox"/>
	Confidentiality obligation, The Danish Public Administration Act , calling in sick, child's first or second day of illness, flexime, holidays, working from home etc.		<input type="checkbox"/>

The first 90 days			
	Task	Responsible	<input checked="" type="checkbox"/>
	Immediate leader holds a follow-up meeting after about 2 months where general well-being, but also professional skills and career perspective are discussed.		<input type="checkbox"/>
	VIP employees must complete E-Learning course on Research Integrity at Aarhus University	Employee	<input type="checkbox"/>
	Complete e-learning course AU's online course on data protection and GDPR	Employee	<input type="checkbox"/>