

CHECKLIST – INTRODUCTION OF NEW EMPLOYEE

This checklist refers to the on-site introduction.

Both the Head of unit at the new workplace and the new employee share responsibility for ensuring that the introduction goes smoothly and effectively. However, the Head of unit may appoint another suitable person to be responsible for the introduction. Have your own copy of the checklist and work together to ensure that all activities are carried out.

Name _____ Position _____ First working day _____

Time/date	Activities	Responsibility
First day	<p>Meeting between Head of unit and new employee</p> <ul style="list-style-type: none"><input type="checkbox"/> Information about practical details, working hours, and the schedule for the first week.<input type="checkbox"/> Job content and any training needs.<input type="checkbox"/> Introduction to the department and organization.<input type="checkbox"/> Onboarding material on the intranet.<input type="checkbox"/> Emergency protocols, re-assembly location, defibrillators. <p>Walk around</p> <ul style="list-style-type: none"><input type="checkbox"/> Show workplace and facilities (eg. lunchroom, post room, meeting rooms)<input type="checkbox"/> The new employee is welcomed and introduced to their colleagues at the department/unit.<input type="checkbox"/> Introduce an assigned buddy (recommended).<input type="checkbox"/> Pick up keycard, (and key for Lindholmen) at Service center/Service enheten. <p>See appendix 1 for guides, links and templates</p>	<p>Responsible: Head of Unit</p> <p>Performed by: Head of unit /supervisor</p>



First day / week	<p>Meeting with administrators/HR:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign contract with division administrator for Chalmers employment/HR for GU employment <input type="checkbox"/> Chalmers CID / GU x-account, key, office, welcome package. <input type="checkbox"/> Mobile phone and computer. <input type="checkbox"/> Added to email lists. <input type="checkbox"/> Sign up to the Weekly Newsletter 	<p>Responsible: Head of Unit</p> <p>Performed by: Division admin, HR & Lars Norén</p>
First week	<p>Meeting between Head of Unit and new employee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chalmers' core values and zero tolerance policy against harassment and how to report it (Safe at Chalmers). <input type="checkbox"/> How to report work environment accidents, near-misses etc. <input type="checkbox"/> Chalmers' Code of Conduct. <input type="checkbox"/> How to report suspected misconduct (whistleblowing). <input type="checkbox"/> IT security and introduction. <input type="checkbox"/> Show Primula for managing leave, sick leave, travel expense cases, sidelines, update address details and emergency contact information. <input type="checkbox"/> Show PDB at Chalmers to add personal phone number in case of emergency situation at campus <input type="checkbox"/> Information about IKB/Verksamhet and Ref.code/BeställarID. <input type="checkbox"/> Confirm that a bank account for salary payments has been registered. <input type="checkbox"/> Confirm that the "new employee"-courses in Totara/GU are started. <p>See appendix 2</p>	<p>Responsible: Head of Unit</p> <p>Performed by: Head of Unit /supervisor</p>



First week / second week	<p>Meeting between Head of Unit/Supervisor or Buddy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the employee has been scheduled for meetings with key personnel <input type="checkbox"/> Show contract database/purchasing procedures <input type="checkbox"/> Show travel booking, BTA, reimbursement, travel insurance <input type="checkbox"/> Bus card between campus <input type="checkbox"/> Invite to upcoming meetings (department, division, unit) and communication channels (Ex. Teams, Canvas) <input type="checkbox"/> Inform that CSE Weekly Newsletter is sent once a week and all employees are expected to read the information <input type="checkbox"/> Recommend that the new employee signs up for the new employee events at Chalmers/GU <input type="checkbox"/> PhD student information (PhD students only) <input type="checkbox"/> Install printers, VPN, MFA, Authenticator <input type="checkbox"/> Beginners guide to Swedish Academia <p>See appendix 3</p>	<p>Responsible: Head of Unit</p> <p>Performed by: Head of Unit/ supervisor/ buddy</p>
First week / second week	<p>Introduction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update your personal webpage on chalmers.se/gu.se <input type="checkbox"/> Photo for your personal webpage <input type="checkbox"/> Welcome text in the weekly Newsletter <p>Settling in in Sweden</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visit Skatteverket (the Swedish tax agency) <input type="checkbox"/> Register bank account 	<p>Responsible: Head of Unit</p> <p>Performed by: Employee</p>

	<input type="checkbox"/> Take a closer look at the Intranet at Chalmers/Medarbetarportalen at GU. See appendix 1, 2, 3, 4	
Within six months	<p>Follow up meeting</p> <input type="checkbox"/> The Head of unit and the new employee follow up on the experience of the introduction. <input type="checkbox"/> In the case of fixed-term employment, schedule a follow-up regarding the employment contract (possible extension/permanent position). See appendix 5	<p>Responsible: Head of Unit</p> <p>Performed by: Head of Unit</p>



- Introduction to the department and organization
 - [CSE department](#)
 - [Chalmers organization chart](#)
 - [GU's organization](#)

- [Onboarding information for CSE](#)

- [Campus maps](#) app

- Pick up Chalmers key-card at [Service center](#) in Johanneberg ([here](#)) or at Service enheten at Lindhomen ([here](#))
 - [Order GU card if needed](#). Pick up [here](#).

- Chalmers emergency protocols, re-assembly location, defibrillators. [Security](#) & fire safety. [CSE Emergency information](#)

- Contact details:
 Below you have a couple of good contacts:
 - Chalmers IT service: it-support@chalmers.se, 031-772 66 00
 - GU IT service: Contact IT support [here](#) or 031-786 2020
 - Local IT support CSE: service.cse@chalmers.se (“Lasse” Lars Norén; 031- 772 16 76)
 - House service Johanneberg: husservice-edit@chalmers.se, 031- 772 88 00
 - House service Lindholmen: husservice.lindholmen@chalmers.se, 031- 772 27 21
 - Payroll and compensation unit for Chalmers employees: lrs.stodet@chalmers.se, 031- 772 26 32 (09:00 – 11:00)
 - Payroll and compensation unit for GU employees: [Statens servicecenter](#)
 - Chalmers’ on-call security guard: 031-7724499



APPENDIX 2

- Core values
 - [Chalmers' core values](#)
 - [GU's core values](#)
- Zero tolerance policy against harassment and the procedure for reporting and following up on harassment
 - [Chalmers Victimisation, harrassment and sexual harrassment](#)
 - [GU Utsatt för trakasserier](#) (only in Swedish)
- How to report work environment events (incidents, accidents, risks) in IA system
 - [Chalmers IA system](#)
 - [GU IA system](#)
- Code of conduct
 - Chalmers' [Code of Conduct](#)
 - GU's [terms of employment](#)
- The procedure for handling suspected misconduct
 - [Whistleblowing Chalmers](#)
 - [Whistleblowing GU](#)
- Primula — Personnel system: here you report sick leave, your vacation and reimbursement cases etc. (only follow the one that belongs to the employment)
 - Primula for Chalmers employees: [Primula Chalmers](#)
 - Primula for GU employees: [Primula GU](#)
- [IT security](#) and [IT introduction](#)
- Information about IKB/Verksamhet and Ref.code/BeställarID. Useful for booking travels/ordering/printing posters, etc. Ask the division finance officer for this information.
 - Chalmers: Get project number/IKB number for your project(s), KST (cost center) and referenskod.
 - GU: Get Verksamhet, Ansvar and Beställar ID
- Register bank account (only follow the one that belongs to the employment)



- Chalmers [Payroll and fees](#)
- GU [Löneutbetalning](#)
- Introduction movies
 - Chalmers [Totara New employee courses](#)
 - GU [introduction course](#)

APPENDIX 3

- Show the CSE business trip [check list](#). Read more about [travel booking Chalmers](#) / [travel booking GU](#), [travel expense report Chalmers](#) / [travel expense report GU](#), [travel insurance Chalmers](#) / [travel insurance GU](#)
- Bus card between campus. Contact your division administrator if you need a bus card between campus.
- PhD student information:
 - Pay Student Union fee and sign up to Mecenat
 - Sent email to teaching team and inform them about your start
 - Read general Information about [PhD council](#) and [PhD student at CSE](#)
 - For questions regarding PhD studies and employment please contact phdadm.cse@chalmers.se
 - If you have any questions or suggestions, please contact PhD council at phdcouncil.cse@chalmers.se
- [IT-introduction](#) (install printers, VPN, MFA, Authenticator)
- [Beginners guide to Swedish Academia](#)



APPENDIX 4

- How to update your personal webpage Chalmers.se / GU.se
- Email CSE's communications team to be mentioned in the weekly newsletter, at info.cse@chalmers.se
- Register at Skatteverket.(the Swedish tax agency) to receive your Swedish personal number
- Register bank account.
 - **Chalmers** [Payroll and fees](#)
 - **GU** [Löneutbetalning](#)
- Explore the Intranet:
 - [Chalmers intranet](#)
 - [University of Gothenburg medarbetarportal](#)

OBS. You might get access problems if you were previously logged in to Chalmers intranet and now try to access GU medarbetarportal. Solution: Log out of Chalmers' intranet / Use a different browser / Use a private window / Clear cache

APPENDIX 5

- Suggestions for questions to be discussed at a follow-up meeting

Topics:

- Introduction
- Settling in in Sweden
- Research and work content
- Supervision and cooperation
- Development and career
- Research environment and culture
- Administrative support
- Open conversations about development



- Follow-up Questions for a Newly Hired employee:
 1. How has your first period here been – what has worked well and what has been challenging?
 2. How has your experience settling into life in Sweden been so far, both practically and personally
 3. Have you been able to get started with your research work in a way that feels satisfactory?
 4. Are the project goals, expectations, and your role clear to you?
 5. Do you have access to the resources and tools you need for your research?
 6. Do you feel you are receiving adequate support from your supervisor or senior colleagues?
 7. Do you feel part of the research environment and have opportunities for collaboration?
 8. How is the balance between research and other tasks such as teaching or administration working for you?
 9. What development needs do you see right now – and is there anything we can do to support you?
 10. How do you experience the academic dialogue here – for example in seminars, meetings, or feedback situations?
 11. Is there anything else you would like to raise that could improve your work environment or development?

