

Adaptation – onboarding process for new employees

This procedure handbook describes activities necessary with regards to onboarding of new employees, including orientation schedule and responsibilities within the process. It also refers to materials complementary to the adaptation process, which are desirable to use.

Who	What	When	In cooperation with:
Personnel department	Contact employee over e-mail (or phone) <ul style="list-style-type: none"> - Confirming start of employment - Setting a date for signing the employment contract - What documents it is necessary to fill out and deliver to HR - Info on where to go on the first day and who to seek - How to find us (or where to park) - Schedule for the first few days - Approved employment contract proposal 	Before start of employment	HR
Personnel department	Acquaint foreign employees with the services of the International Staff Office (ISO) and give them necessary contact info	Before start of employment	ISO
Personnel department	Signing employment contract / Paperwork <ul style="list-style-type: none"> - Job description - Salary - Working hours, attendance - Dress code - Introduction to mandatory regulations - Internal regulations/processes - Paperwork for HR 	Before start of employment (or on the first day)	
Personnel department	Delivering a worked-out job description	Before start of employment	
Personnel department	Handing over paperwork for initial medical examination	Before start of employment	

HR	Sending job offer and personal information questionnaire, preparation of marketing materials, invitation to first onboarding meeting, giving employee information about first day at work	Before start of employment	
Line manager	Filling out a questionnaire for the Technical and Operational Office to prepare equipment (office, desk, chair, door name tag, keys, etc.)	Before start of employment	Technical and Operational Office
Line manager	Working out the job description and delivering it to Personnel department	Před nástupem (or as agreed)	
Line manager	Filling out a questionnaire for the department of technical support and services for users	Before start of employment	lt.muni.cz
IT technician	Providing technical equipment and access to systems, creating an e-mail alias, installation of OS on PC/notebook, taking a look at questionnaire from line manager	Before start of employment	
Operations Manager	Providing keys to office/means of entrance into the organisation premises/preview of questionnaire from line manager	Before start of employment	
Personnel department	Personal documentation check, receiving initial medical examination documentation, signing employment contract and other documents, providing information about photographing for employee card	First day	
HR	Sending an invitation e-mail, putting recruitee's information into new employees table	First day	
HR	Introductory interview (introductory acknowledgements, handbook for new employees, introduction into adaptation process, regulations, ICS portal)	First day	
Personnel department	Filling out declaration by a taxpayer liable to pay personal income tax and agreeing to provision of paperwork necessary for calculating salary	First day	Payroll office
HR	Providing occupational health and safety information and form and other mandatory training	First day (e-learning in IS)	
Line manager	Introduction to workplace/colleagues, initial interview	First day (or based on department preferences)	HR
Line manager/Buddy	Initial training and introduction to tasks of the job	First day	
IT technician	Setting up IT technical equipment – by agreement (mediated by HR)	First day	

Employee	Going through occupational health and safety, and fire safety training, submitting paperwork, obtaining work equipment, trying out access to systems and PC, personal information check in Inet	First day	
Employee	Introductory interview with line manager, getting acquainted with the premises, offices, and colleagues	First day	
Personnel department	Generating employee card and giving it over to the employee	First/second week	
Employee	Obtaining employee card, getting acquainted with internal documents, content of internal information systems, employee portal, creating e-mail certificate and e-mail signature, joining working groups, interim interview with line manager	First/second week	
Line manager	Setting goals for trial period	First/second week	
Line manager	Evaluation of trial period, setting goals and development plan for the rest of the year	One week before end of trial period	Personnel department
Line manager	Regular meetings with new employee (setting goals, control of their fulfilment, providing feedback)	Continuously	
HR	Obtaining feedback on initial training, evaluation of adaptation process (in person/through questionnaire)	Continuously + One week before end of trial period	
Line manager	Evaluation of adaptation process and trial period/Submitting filled-out questionnaire and evaluation of trial period to Personnel department and HR (will be put into employee's file)	One-two weeks before end of trial period	
Employee	Together with line manager will evaluate adaptation process (filling out adaptation process questionnaire)	Just before end of trial period	

Supporting materials – who they are meant for

What	HR	Line manager	Buddy	New employee
Adaptation – process description	x	x		
Checklist – line manager		x	x	
Checklist – new employee				x
New employee handbook				x

Questionnaire – evaluation of adaptation (on-line)	x			x
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