# Introduction of new employees – planning tool for managers

Key tasks before start:

1. Identify and involve key personnel in the planning process.
2. Map out important tasks and goals for the role during the initial period.
3. Assess and plan for the learning needs of the new employee.
4. Gain an overview of the key collaboration platforms associated with the role.
5. Reflect on the needs of the new employee.

## Key personnel in the onboarding process:

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| Role | Name | Tasks | Tools/resources |
| Manager |  | Initial meetings, training plan, involving key personnel | Overview of courses [Competence development - For employees - University of Oslo (uio.no)](https://www.uio.no/english/for-employees/competence/), template for initial meetings, training plan, follow-up meetings |
| Key personnel: |  |  |  |
| Practical |  | Workspace, access card, arrival, housing, etc. | Administrative checklist |
| Mentor |  | Mentoring, participating in mentor program | Mentor program website:  [Academic mentoring program at The Faculty of Humanities - Faculty of Humanities (uio.no)](https://www.hf.uio.no/english/about/vacancies/new-at-hf/index.html)  Registration for mentor program: [greta.holm@hf.uio.no](mailto:greta.holm@hf.uio.no) |
| Buddy |  |  |  |
| Research group leader |  |  |  |
| Others |  |  |  |

## Tasks, Goals, and Learning Needs (overview of courses: [Competence development - For employees - University of Oslo (uio.no)](https://www.uio.no/english/for-employees/competence/))

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| Goals and tasks | Learning needs: | When: |
| Sufficient knowledge and skills to prevent fire. | Complete [fire safety training](https://www.uio.no/english/about/hse/fire/procedures/procedure-fire-prevention) | As soon as possible after starting |
| Main task 1: | Processes, methods, systems |  |
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Reflection Questions

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| Questions | Important to consider |
| Is the new employee internally or externally recruited? | Internally recruited individuals will have a different understanding of the organization and be more familiar with implicit knowledge and jargon.  Externally recruited individuals will require an introduction to this. Mentors, buddies, and colleagues can provide assistance.  A list of "jargon" has been prepared to be helpful.  Consider the implicit knowledge the new employee brings and what as a leader you can expect in terms of familiarity with the organization and its culture. |
| To what extent does the new employee have experience in a similar role? | If the person has transitioned to a new role, such as from a postdoc to an associate professor, the new role will pose new challenges that the new employee may not be familiar with.  Consider the types of challenges this may entail. |
| Is the new employee recruited from Norway or abroad? | A new employee with an international background may not necessarily be familiar with Norwegian work and university culture. Additionally, language challenges may arise.  What additional training would be relevant for individuals with an international background? Will the person be working closely with others with an international background, or will the majority of their closest colleagues have a Norwegian background?  What challenges should you be prepared for? |

Onboarding Timeline

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| When | What |
| Before the first day of employment | Plan onboarding:   * Send welcome email with digital onboarding package * Involve key personnel * Register for mentor program * Appoint a mentor * Create onboarding plan |
| First day of employment | * Reception and initial meeting * Training plan * Office, key, access card * Username, password * Physical welcome package on the desk |
| First few weeks | * Follow-up meeting * Resources for learning and training |
| 1-3 months | * Mentoring programme * Follow-up meeting |
| 3-6 months | * Follow-up meeting * Probation period ends after 6 months |
| 6-12 months | * Follow-up – [one-to-one work dialogue](https://www.uio.no/english/for-employees/support/human-resources/hr-followup/one-to-one-work-dialogue/) * Language * Assessment of salary placement |
| År 2 og 3 | * Language * University pedagogics * Salary negotiation * One-to-one work dialogue |

To help you continually improve the department onboarding, consider an end of onboarding interview after one year.