Annexe 1

ADAPTATION PROCESS – MODEL SCHEME OF ACTIVITIES AND RESPONSIBILITIES

Process stages /guarantor	PREPARATION FOR ONBOARDING		FAMILIARIZATION		INTEGRATION		
	Upon hiring	Before the start date	In the first days	In the first weeks	Towards the end of the probationary period	After six months	Before the end of the first year
Supervisor	Informs the HR manager about conditions of the employment	Informs other staff about the arrival of NE	Welcomes NE and hands over employment documents to sign	Monitors the adaptation progress and seeks feedback from NE	Evaluates the adaptation process	Evaluates work performance	Evaluates work performance
	Prepares a proposal for the assignment of NE	Plans NE's first day in the office	Familiarizes NE with the strategic plan of the SU and unit and explains their importance for the workplace	Discusses the SU strategic objectives and current projects with NE	Assigns new tasks, sets new goals	Monitors achievement of objectives	Monitors achievement of objectives
	Appoints a mentor for NE	Plans introductory meetings	Explains to NE the working practices and expectations	Seeks feedback on NE's cooperation with their mentor	Increases the difficulty of work tasks and demands on independent work	Seeks feedback from NE to find out if NE receives support in the workplace	Sets new objectives (transition to the regular performance evaluation system)
	Assigns a workplace to NE (building, office)	Schedules regular meetings with NE during adaptation	Shows NE their workstation	Ensures that the workstation equipment is sufficient			
	Specifies requirements for ICT equipment (HW, SW, access, IS…)	Arranges training for NE	Introduces NE to their mentor	Identifies and ensures training needs, discusses professional development opportunities			
			Answers NE's questions related to dealing with common situations	Assists NE in dealing with common situations and potential problems		Assists NE in dealing with potential problems	
Secretariat	Requests office equipment from the relevant unit	Informs NE when, at what time and where to come on the first day	Hands over access cards, keys, etc. to NE and verifies their functionality		Ensures that NE has completed the adaptation minimum and hands over the confirmation to the HR and Payroll Dept.		
	Requests access devices from the relevant unit (card, keys, ID, etc.)	Prepares the workstation, name badge, business cards, etc. for NE	Explains building access procedures, catering practices, etc. to NE				
		Requests that the IT department grant access to email account and all information systems					

	Upon hiring	Before the start date	In the first days	In the first weeks	Towards the end of the probationary period	After six months	Before the end of the first year
HR manager	Confirms NE's start date	Prepares documents for onboarding	Completes the documentations	Seeks feedback from NE regarding the first weeks of employment	Notifies supervisor of the impending end of PP		Informs supervisor of the impending end of the employment relationship (fixed-term employment)
	Requests the necessary documents from NE	Provides NE with documents for the initial medical examination	Passes on instructions for initial training				
		Enters NE into the IS	Grants NE access to the welcome letter				
		Prepares induction training for NE	Offers benefits to NE				
IT support		Sets up access to the network, email account and all information systems	Hands over HW, SW and access to information systems				
		Sets up the necessary ITC equipment (PC, notebook, phone...)	Checks the network and email settings				
			Informs NE of the ITC rules				
Mentor			Shows NE around the workplaces and introduced them to new colleagues	Provides NE with important contacts			
			Describes the organizational structure of the SU and its units	Proactively identifies NE's needs and assists in addressing any issues			
			Explains department policies, style of work, customs, etc.	Provides guidance and assists NE in resolving common situations and potential problems			

Abbreviations: NE – new employee, PP – probationary period, IS – information system, ICT – information and communication technology