

Checklist for the Adaptation Process – Mentor (template)

Organizational unit:	
Workplace:	
Employee:	
Start date:	
Mentor:	

	Checkbox	Date
On the first day		
Give the new employee a guided tour of the workplace	<input type="checkbox"/>	
Provide a comprehensive overview of department policies (work schedule, overtime, breaks, early departures or late arrivals, work from home, ...) and ways and forms of remuneration	<input type="checkbox"/>	
Describe the organizational structure of the parts of the University and explain how it works; provide the employee with important contacts	<input type="checkbox"/>	
Provide information on company catering practices, reporting attendance and absences	<input type="checkbox"/>	
Collect emergency contact details from the employee	<input type="checkbox"/>	
In the first week		
Provide your new colleague with important contacts	<input type="checkbox"/>	
Consistently provide support and guidance to help the employee become familiar with the job and the work environment and integrate into the team	<input type="checkbox"/>	
Proactively identify any needs the employee may have, assist in addressing them and help to resolve any issues that may arise	<input type="checkbox"/>	
During the probationary period (first 3 months)		
Consistently provide support and guidance to help the employee become familiar with the job and the work environment and integrate into the team	<input type="checkbox"/>	
Proactively identify any needs the employee may have, assist in addressing them and help to resolve any issues that may arise	<input type="checkbox"/>	
Between the 4th and 6th month		
Consistently provide support and guidance to help the employee become familiar with the job and the work environment and integrate into the team	<input type="checkbox"/>	
Proactively identify any needs the employee may have, assist in addressing them and help to resolve any issues that may arise	<input type="checkbox"/>	