

## Checklist for the Adaptation Process – Employee (template)

<b>Organizational unit:</b>	
<b>Workplace:</b>	
<b>Employee:</b>	
<b>Start date:</b>	
<b>Supervisor:</b>	
<b>Mentor:</b>	

	Person responsible	Checkbox, date
<b>On the first day</b>		
I was welcomed at the workplace by the supervisor (or their deputy) and discussed plans for the first day with them	S	<input type="checkbox"/>
I signed the employment documents	S /HR	<input type="checkbox"/>
I met new colleagues, supervisors and mentor	S	<input type="checkbox"/>
I learnt about the strategic plan, mission, vision and core values of the SU and the unit in relation to my role	S	<input type="checkbox"/>
I was given an orientation tour	S	<input type="checkbox"/>
I was informed about work practices and expectations of the superiors	S	<input type="checkbox"/>
I received induction training instructions and a welcome pack	HR	<input type="checkbox"/>
I was informed about the employee benefit system	HR	<input type="checkbox"/>
I received keys/entry card for building and office access, and verified their functionality	A	<input type="checkbox"/>
I was informed about building access procedures, safety precautions and emergency evacuation protocols	A	<input type="checkbox"/>
I received information about common areas and points of interest (toilets, vending machines, refrigerators, coffee area, mailboxes, printers, copy machines)	A	<input type="checkbox"/>
I received HW, including relevant information regarding:	IT	<input type="checkbox"/>
• Appropriate computer use and security measures		<input type="checkbox"/>
• Codes to office printers/copy machines		<input type="checkbox"/>
• Account administrator		<input type="checkbox"/>
• IT Help Desk operation		<input type="checkbox"/>
I received access to SW, including relevant information regarding:	IT	<input type="checkbox"/>
• VPN		<input type="checkbox"/>
• Shared drives		<input type="checkbox"/>
• Shared departmental email accounts		<input type="checkbox"/>
• Email: usage guidelines, rules, signing practices, out-of-office notifications, etc.		<input type="checkbox"/>
• Distribution lists: types and assignment		<input type="checkbox"/>
• Voice services: usage guidelines, out-of-office notifications	<input type="checkbox"/>	

• Electronic signature: signature, rules for use		<input type="checkbox"/>
I was given a tour of the workplace	M	<input type="checkbox"/>
I was informed about the department policies and procedures (work schedule, overtime, breaks, early departures or late arrivals, work from home, ...) and ways and forms of remuneration	M	<input type="checkbox"/>
I learnt about the unit's organizational structure and received important contacts	M	<input type="checkbox"/>
I was informed about company catering practices, and about reporting attendance and absence	M	<input type="checkbox"/>
I submitted emergency contact details to my mentor	E	<input type="checkbox"/>

In the first week		
I was asked to provide feedback on the adaptation process, cooperation with my mentor and the adequacy of workstation equipment	S	<input type="checkbox"/>
I received information about the performance evaluation process (after the probationary period, at the 6-month mark and at the end of the first year)	S	<input type="checkbox"/>
I received information from the supervisor about the criteria used to determine success in my role, including specific examples and guidance on achieving success	S	<input type="checkbox"/>
I received information about the objectives and methods for measuring progress	S	<input type="checkbox"/>
I received information about the planned training activities, including the schedule for the activities	S	<input type="checkbox"/>
Standard situations and potential problems were addressed	S	<input type="checkbox"/>
All the personnel matters were handled	HR	<input type="checkbox"/>
I received all the important contacts	M	<input type="checkbox"/>
I was asked to provide feedback on the work environment, the job and the team	M	<input type="checkbox"/>
I was asked about my needs and any potential issues, and offered assistance	M	<input type="checkbox"/>
I provided the payroll accountant with documents for payroll processing (income tax declaration, disability/retirement certificate, other employment, ...)	E	<input type="checkbox"/>

Towards the end of the probationary period (first 3 months)		
I submitted the completed and confirmed Certificate of Completion of the Adaptation Minimum to the Secretariat	E	<input type="checkbox"/>
I was asked if all activities related to the integration and adaptation process had been concluded	S	<input type="checkbox"/>
I was asked to provide feedback regarding the support provided in the workplace	S	<input type="checkbox"/>
I was assigned more challenging tasks and goals	S	<input type="checkbox"/>
I was assigned new responsibilities	S	<input type="checkbox"/>
I was asked to identify additional training needs and offered further training	S	<input type="checkbox"/>
I was asked about my needs and any potential issues, and offered assistance	S	<input type="checkbox"/>

Towards the end of the probationary period (first 3 months)		
I was asked if I was familiar with the job and the work environment, and if had integrated well into the team	M	<input type="checkbox"/>
I was asked about my needs and any potential issues, and offered assistance	M	<input type="checkbox"/>

After 6 months		
I received feedback on the inclusion process during a personal meeting	S	<input type="checkbox"/>
My work performance and progress in achieving objectives were reviewed	S	<input type="checkbox"/>
I was asked to provide feedback and confirm that I am receiving adequate support in the workplace	S	<input type="checkbox"/>
I discussed my professional development opportunities during a personal meeting	S	<input type="checkbox"/>
I was asked if I was familiar with the job and the work environment, and if had integrated well into the team	M	<input type="checkbox"/>
I was asked about my needs and any potential issues, and offered assistance	M	<input type="checkbox"/>

Before the end of the first year		
I received feedback on the inclusion process during a personal meeting	S	<input type="checkbox"/>
My work performance and progress in achieving objectives were reviewed	S	<input type="checkbox"/>
I was asked to provide feedback and confirm that I am receiving adequate support in the workplace	S	<input type="checkbox"/>
I discussed my professional development opportunities during a personal meeting	S	<input type="checkbox"/>
I was asked if I was familiar with the job and the work environment, and if had integrated well into the team	M	<input type="checkbox"/>
I was asked about my needs and any potential issues, and offered assistance	M	<input type="checkbox"/>

**Abbreviations:**

- S supervisor
- HR HR manager
- A administrative support (department/institute assistant)
- IT IT support
- M mentor
- E employee