

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

<b>Organizational unit:</b>	
<b>Workplace:</b>	
<b>Employee:</b>	
<b>Start date:</b>	
<b>Administrative worker:</b>	

	Checkbox	Date
<b>Prior to the employee's start date</b>		
Prepare the workstation for the employee according to the requirements	<input type="checkbox"/>	
Update names on badges or in the orientation system	<input type="checkbox"/>	
Ensure the availability of necessary supplies and equipment	<input type="checkbox"/>	
Secure keys or other means of access to the designated area (building, office, ...)	<input type="checkbox"/>	
Request that the IT department grant the employee access to the SU System / Magion / ...	<input type="checkbox"/>	
Request that the new employee's name and contact information be added to shared directories, distribution lists and email/calendar systems as needed	<input type="checkbox"/>	
Obtain ID card/employee card for the new employee	<input type="checkbox"/>	
Prior to their first day of work, provide the employee with the following information (via phone, email, etc.): <ul style="list-style-type: none"> <li>– When to report (date and time)</li> <li>– To whom and where to report</li> <li>– First-day schedule</li> </ul>	<input type="checkbox"/>	
<b>On the first day</b>		
Issue the employee with keys or other ways of accessing to building, office and other necessary areas, and verify their functionality	<input type="checkbox"/>	
Show the employee common areas and points of interest (toilets, vending machines, refrigerators, coffee area, mailboxes, printers, copy machines)	<input type="checkbox"/>	
Explain building access procedures, safety precautions and emergency evacuation protocols	<input type="checkbox"/>	
<b>Towards the end of the probationary period (first 3 months)</b>		
Ensure that the employee has completed all the mandatory tasks in the adaptation minimum process and hand over the confirmation of completion to the HR and Payroll Department	<input type="checkbox"/>	