This checklist has been designed for use by both managers and new employees so that the introduction is transparent, relevant and informative. New employees are to be actively involved in their introduction by themselves ensuring that each step in the checklist is completed.

The new employee’s immediate manager is responsible for the introduction and for ensuring that the new employee has the best of starts at Dalarna University. However, the manager can choose to delegate various points in this checklist but remains nonetheless responsible for the introduction. This introduction plan also includes elements that are relevant specifically for the **introduction for teachers:** these are marked in blue.

A mentor needs to be allocated, who can serve as a support during the new colleague’s period of introduction. The main duties of the mentor are:

* To be a support and to provide advice
* To share his/her knowledge and experience
* To put aside time on a regular basis for questions

|  |  |
| --- | --- |
| New Colleague |  |
| Name: |  |
| Contact Details: |  |

|  |  |
| --- | --- |
| Designated Mentor |  |
| Name: |  |
| Contact Details: |  |

|  |  |
| --- | --- |
| Key Individuals To Meet the First Semester |  |
| Name: | Function: |
| Name: | Function: |
| Name: | Function: |
| Name: | Function: |
| Name: | Function: |
| Name: | Function: |

|  |  |  |  |
| --- | --- | --- | --- |
| Follow-Up with Immediate Manager | Responsible | Date | Completed |
| **1-week’s follow-up**. Friday afternoon, before the weekend. Review and follow-up on the first week.  | Immediate Manager |  |  |
| **2-weeks’ follow-up** of the introduction. The mentor can also attend. | Immediate Manager |  |  |
| **3-months’** follow-up of the introduction. | Immediate Manager |  |  |
| **6-months’** follow-up of the introduction. | Immediate Manager |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Before the Employee Commences | How? | Responsible | Done |
| Designate a mentor who will serve as a support during the initial period of employment | Ask a suitable colleague: allocate time in his/her TGS (if the mentor is a teacher) | Immediate Manager |  |
| **Order:**User Account (*Användarkonto*)Key Card *(Passerkort)*Keys  | **Intranet** – the form *Begäran om tilldelning av behörigheter* – send to support@du.se  | Immediate Manager |  |
| **Order:**Mobile Phone(User Account required: see previous step) | **Intranet** – the form *Rekvisition mobiltelefon –* send to support@du.se | Immediate Manager |  |
| **Order:**Computer | **Intranet** – the form *Hyresavtal* *–* send to support@du.se  | Immediate Manager |  |
| Add the employee to the email list and order a post box  | Email support@du.se | Immediate Manager |  |
| **Organise Office:**FurnitureNameplate for doorErgonomic equipment | Furniture: Property and Facilities Management Office *(Fastighetsavdelning)*Nameplate: **intranet** – mallar (template) – *Dörrskyltsmall*Erg. equip.: **intranet** – form – [*Rekvisition ergonomiska hjälpmedel*](http://www-old.du.se/PageFiles/116212/Rekvisition%20ergonomiska%20hj%C3%A4lpmedel%20180201.pdf) | Immediate Manager |  |
| Inform everyone in the department, including department manager, that the new employee is starting |  | Immediate Manager |  |
| Ensure that the new employee knows when and where to meet on the first day of employment, as well as who will be there to meet him/her |  | Immediate Manager |  |

| First Days to First Weeks | How? | Responsible | Date | Com-pleted |
| --- | --- | --- | --- | --- |
| Collect a keycard, keys, mobile phone and computer (ensure that VPN is installed) | Collect at Help Desk | Immediate Manager |  |  |
| Provide information about parking. For a parking permit and car engine warmer *(motorvärmare)*, contact the janitorial office *(vaktmästeriet)*. |  | Immediate Manager |  |  |
| Introductory course on Learn. Dates of courses can be found on the Intranet. | **Intranet**: *Min anställning* – *Utbildning* | New Teacher |  |  |
| Introductory course on Connect. Dates of courses can be found on the Intranet. | **Intranet**: *Min anställning* – *Utbildning* | New Teacher |  |  |
| Present information about the University and general information about:Our organisationOur vision and values | **Intranet:** *Om oss* | Immediate Manager |  |  |
| Show policy documents (relevant for position): policies, rules and *handläggningsordning* | External website (du.se) | Immediate Manager |  |  |
| Review *Arbetsmiljö* and the subheadings on the **intranet** |  | Immediate Manager |  |  |
| Introduce the new employee to immediate colleagues and take a tour of campus. Also, review *Orienteringsplan* *för utrymning av lokaler i händelse av brand*. Show the HLR defibrillator. |  | Immediate Manager |  |  |
| Show where you can eat lunch. Suggestion: invite the new employee for lunch with the mentor and immediate manager. |  | Immediate Manager |  |  |
| Provide general information about the external web (du.se) and **the intranet**; also, review **Primula web** |  | Immediate Manager |  |  |
| Provide information about working hours and TGS/flexrapport. The contracts on work hours can be found under the heading *Arbetstid* on **the intranet** |  | Immediate Manager |  |  |
| Help the new employee to book meetings in Outlook (such as departmental meetings, subject meetings and *akademikonferenser*). |  | Immediate Manager |  |  |
| Provide bank account and address to wage specialist | **Intranet** – *New Employee – Lön & ersättning* | New Employee |  |  |
| Register in Primula:* Side-line job
* Emergency contact
 | **Intranet** – *New Employee* | New Employee |  |  |
| Find rooms for meetings, classes and labs | Search **du.se**: *Kartor* | New Teacher |  |  |
| Book rooms and cars  | **Intranet** – *Anlita, Boka, beställ & Köp* | New Employee |  |  |
| Book the introduction day (1 per semester)  | **Intranet** – *New Employee* | New Employee |  |  |
| Create a personal presentation on du.se | Ask a colleague for help | New Employee |  |  |



|  |  |  |  |
| --- | --- | --- | --- |
| First Months | Responsible | Date | Com-pleted |
| Book a meeting with Head of Subject *(ämnesföreträdare)* for the introduction of the subject and its procedures (quality management, study-administrative procedures, etc) | New Teacher |  |  |
| Book a meeting with the Programme Coordinator for an introduction of the programme (if the new teacher is to work within a programme) | New Teacher |  |  |
| Review and presentation of the department’s and the school’s *verksamhetsuppdrag* | Immediate Manager |  |  |
| Observation of other teachers at work (try to attend lectures, exercises and seminars online or on campus). The mentor can help select the most appropriate ones to attend. | New Teacher |  |  |
| Instructional conversations with the mentor | Mentor |  |  |
| Book a meeting with a librarian for an introduction to the library’s services and support: **du.se:** *Biblioteket* | New Teacher |  |  |
| Book a time with the Head of Research for information about important *objektnummer* for undergraduate studies, research, etc. Senior Lecturers receive their own *objektnummer*: contact the relevant financial officer *(ekonom)* | New Teacher |  |  |
|  Second and Third Semesters | Responsible | Date | Completed |
| [BHU I: Lärande och undervisning i Högskolan, 7,5 hp](http://www.du.se/sv/NGL-centrum/Hogskolepedagogik/Kurser/BHU/Larande-och-undervisning-i-Hogskolan-BHU-I-75-hp/)  | New Teacher |  |  |
| [BHU II: Högskolans uppdrag, 7,5 hp](http://www.du.se/sv/NGL-centrum/Hogskolepedagogik/Kurser/BHU/Hogskolans-uppdrag-BHU-II-75-hp/)  | New Teacher |  |  |
| Undervisning för hållbar utveckling, 3,5 hp | New Teacher |  |  |

We wish you all the best as well as a very warm welcome to Dalarna University!

**In particular, read the following documents in the initial stages of your introduction:**

* Policy för arbetsmiljö vid HDa
* Policy för jämställdhet
* Rules Discrimination Harassment and Victimisation

**New teachers, also read:**

* Studieadministrativa regler och rutiner för anställda vid HDa
* Studieadministrativa bestämmelser för studenter vid HDa
* Handläggningsordning för beredning av kursplaner vid Högskolan Dalarna
* Lokal examensordning Högskolan Dalarna
* Regler för examination vid Högskolan Dalarna
* Regler för examinator

**Here you can find forms for items mentioned in the checklist:**

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