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| **Department of Economics** | Datum |

Workplace induction

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| Name |  |
| Post/Department |  |
| Appointment date |  |
| Induction officer |  |
| Mentor/Manager |  |
| **This signed document must be submitted to the induction officer within four months of the appointment date!****Before the first day, the induction officer must:*** Appoint a mentor
* Arrange a work space, e.g. office equipment, name sign, post pigeonhole, telephone, computer.
* Inform other co-workers about the new employee.

First day, to be done together with the induction officer **Terms of employment*** Go through the terms of employment, including working hours, physical presence in the workplace, holidays and other leave, notification of illness etc.
* Go through ’*SLU and I’* (link to this in Appendix 1).
* Demonstrate/explain reporting in Primula for travel expenses, holidays etc. Link to manual in Appendix 1.

Practical information to be provided together with the mentor.* Presentation of co-workers.
* Go round the workplace, show and inform about post collection, post pigeonhole, janitor, entry, parking, office equipment, signing out keys, passwords to email etc.

**Inform about (to be done by the mentor)*** Shared activities such as coffee break, lunch, staff/workplace meetings etc.
* How communication works - Intranet, the Department website, the *ekonomen* sheet, e-mail (*ekon-alla*), notice boards. Ensure that photos are taken to IDIS and inform the directory compiler.
* Go through any confidentiality regulations. Link to information on confidentiality in Appendix 1.
* Procedures relevant to the post.
* Information security. Link in Appendix 1.
* The external environment that may apply, e.g. the housing market, childcare, schools, other industries, leisure opportunities, communications etc.

**Work environment and health and safety (to be done by the induction officer)*** Inform about workplace regulations and safety, hygiene, health, health and safety checks and the health and safety committee, reporting of accidents and injuries at work, health and safety regulations and rules, first aid equipment.
* Plan a meeting with the health and safety officer.

**Quality and the environment*** Link to environment page in Appendix 1.

**Mutual expectations and tips*** Plan the rest of the induction together. Include occasions for things that may be important for the new employee’s work tasks and methods of working at this early stage. Plan a meeting with the line manager.

The first few days **Provide an insight into the Department’s work and management structure (to be done by the mentor)** * Inform about SLU – where we are, external partners, areas of work and what is done within these. The workforce - number, composition, managers, management team etc. Link to SLU’s mission statement, vision, values and goals in Appendix 1.
* Present the values and vision of the workplace.
* Allocation of roles in the immediate workplace – the research groups, administration, who does what and who is responsible. Functions important for the new employee, e.g. union representatives and health and safety officer.

The first weeks (to be done by the manager) * The manager talks to the new employee to get a picture of how he/she is getting on in the new job, the work situation, co-workers etc. and to find out if there is a need for further induction, work equipment, training or anything else. The manager should also give their opinion on how the new employee is coping with the work.

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| Date of planned follow-up meeting:  |  |

On completion of the induction, the induction officer and the new employee should sign this document. The original should then be filed by the line manager and produced on request, e.g. in an internal audit. Induction completedEmployee Induction officer Signature Signature  Place and date Place and date**Welcome to SLU****https://internt.slu.se/en/my-employment/new-at-slu/****Primula and Guide** <https://internt.slu.se/en/tools/primula-self-service/>**Confidentiality link**<https://internt.slu.se/en/support-services/administrative-support/legal-affairs/>**Information security**<https://internt.slu.se/en/support-services/administrative-support/security/information-security1/>**Environment**<https://internt.slu.se/en/support-services/administrative-support/environment/>**SLU´s mission statement, vision, values and goals**<http://www.slu.se/en/about-slu/strategies-and-evaluations/>   |
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