

Activity	When <sup>1</sup>	Time
First meeting with the HR manager – job commencement issues: <input type="checkbox"/> job contract and other legal documents <input type="checkbox"/> introductory information (primary password for IS MUNI, e-mail setting, photograph, benefits, IS MUNI, CEITEC MU, organisation structure) <input type="checkbox"/> hand-over and introduction of the onboarding plan	Day 1	30 - 45 minutes
Documents handed-over to HR manager: <input type="checkbox"/> certificate on the highest level of education attained <input type="checkbox"/> confirmed medical check-up and payment receipts (check-up, statement)	Day 1	---
First meeting with the payroll accountant: <input type="checkbox"/> employment record (“zápočtový list”) <input type="checkbox"/> account number	Day 1	10 - 15 minutes
Meeting with the workplace economist/assistant	Day 1	10 minutes
Accompanying the employee to the supervisor	Day 1	Specified by supervisor
Meeting with the delegated person	Day 1	Specified by supervisor
Compulsory training on OHS & Fire protection	Day 1 (or Day 2)	60 - 80 minutes
Submitting the document on OHS & FP training to the Operations Dpt. Mailbox (pavilion E35, office 1S066)	Day 1 (or Day 2)	---
Getting acquainted with the Guidebook for New Employees (Your Guide to CEITEC MU)	Day 1	60 - 90 minutes
Set-up of electronic access	Day 1	---
Hand-over of the keys from the office/building	Day 1	---
Meeting with the supervisor	Week 1	15 minutes
Getting acquainted with the workplace, labs and building (other common premises, such as meeting rooms, kitchenettes, etc.)	Week 1	Specified by supervisor
Educating on operation rules of the given workplace (special equipment, protective equipment, biologic risks, etc.)	Week 1	Specified by supervisor
Hand-over of equipment (if relevant)	Week 1	Specified by supervisor
Taking the photograph for the employee card	Week 1	---
Set-up of access to the internal information system (authorisation rights, printers, desk top, phone, PC/laptop)	Week 1	Specified by supervisor

Special authorisation or training (if necessary) see the list below: <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ...	Week 1	Specified by supervisor
Introduction to the team members and key co-workers (i.e. during group meeting)	Week 1	Specified by supervisor
Learning about the rules within the research group (meetings, one-to-one meeting, journal club, worktime records, working from home rules, work outside the workplace)	Week 1-2	Specified by supervisor
Rules of cooperation with Core Facilities	Week 1-2	Specified by supervisor
Education on fundamental internal regulations of MU such as Working Rules, Organisation of working hours, Internal wage regulations, Business trips settlement, Intellectual property, Code of Ethics, Acquisition and retention of records on research activities, Project management and administration	Week 1-2	60 - 90 minutes
Getting acquainted with: <input type="checkbox"/> consumables orders <input type="checkbox"/> special methodology and devices orders <input type="checkbox"/> lab journals recording	Week 2	Specified by supervisor
Libraries and electronic sources	Week 2	Specified by supervisor
Hand-over of the employee card <sup>2</sup>	Week 2-3	---
Getting acquainted with the plan of activities and tasks for the Q1 (if relevant)	Week 2-3	Specified by supervisor
Taking photograph for the CEITEC MU website (different from picture for employee's card)	Month 1	10 minutes
Interview in the course of the onboarding carried out with the HR manager	Week 12	Specified by HR manager
Completion of the onboarding questionnaire	Week 12	30 minutes
Further specific activities and processes which are typical for the particular research group or core facility according to the given job position: <input type="checkbox"/> e.g. Postdoc – Postdoc Committee <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ...	By the end of the week 12	Specified by supervisor
Introduction of administration section ( <a href="https://admin-muni.ceitec.cz/">https://admin-muni.ceitec.cz/</a> )	By the end of the week 12	30 minutes

Contact person for any inquiries related to Onboarding plan is your HR manager: **fill in the name + mail address**

<sup>1</sup>Column *WHEN* specifies the deadline for the performance/completion of individual activities.

<sup>2</sup> It takes a couple of days before the employee card is prepared. Your HR manager will inform you when your card is ready.

**The completed onboarding plan will be brought by the employee to his/her HR manager at the HR department.**

Form	Responsible person	Completed YES / N/A = not applicable
Face-to-face meeting	HR manager	
Hand-over in person	Employee	
Face-to-face meeting	HR manager	
Face-to-face meeting	HR manager	
Face-to-face meeting	HR manager	
Face-to-face meeting	Supervisor	
Electronically	Employee	---
Handing-over in person	Employee	
Electronically	Employee	
E-communication	Workplace economist	
In person	Workplace economist	
Face-to-face meeting	Supervisor	
Face-to-face meeting	Supervisor/delegated person	
Face-to-face meeting	Supervisor/delegated person	
In person	Supervisor/delegated person	
In person	Employee	
E-communication	Supervisor/ delegated person	

In person/Online	Supervisor/delegated person	
In person/Online	Supervisor/delegated person	
In person/online	Supervisor/delegated person	
In person/online	Supervisor/delegated person	
online (information system)	Employee	---
In person/online	Supervisor/delegated person	
In person/online	Supervisor/delegated person	
In person	HR manager	
In person/online	Supervisor	
In person	Employee	
In person/Online	HR manager	
Online	Employee	
In person/Online	Supervisor/delegated person	
Online	Employee	

ss + phone number

employee card is ready to be picked up. | |

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