

Pre- and post-employment checklist for the head of the workplace

The checklist serves as an orientation tool for the Head of Department in preparation for the onboarding of a new employee and for the necessary steps/activities related to the onboarding of a new employee. Within the key areas listed below, it is necessary to review the current situation and, where appropriate, take the necessary steps to ensure that sufficient time is given in advance of the employee's start date (e.g. take delivery times into account when ordering).

Responsible Person: the head of the department where the new staff member is joining.

BEFORE THE ONBOARDING	
ENTRY PERSONNEL DOCUMENTS	
<input type="checkbox"/>	Proposal to conclude an employment contract, including the preparation of a job description <i>after the acceptance of the job offer by the candidate (typically after the selection procedure is completed), the Head of Unit asks the Personnel Office to prepare the employment documents related to the new employee's entry, at the same time communicating all the conditions of entry and the expected date of entry, as well as preparing the job description in cooperation with the Personnel Office (in the case of non-academic positions)</i>
<input type="checkbox"/>	Preparation of a plan of activities for the adaptation/training of the incoming employee <i>plan of activities for the probationary period, including the identification of a mentor/buddy</i>
OPERATIONAL	
<input type="checkbox"/>	Work Background <i>When filling a new position, check in advance the available capacity/background at the site</i>
<input type="checkbox"/>	Furniture <i>if you need to add or move furniture, boards, etc., please contact the Head of the Building Management</i>
<input type="checkbox"/>	working PC + Monitor (incl. mouse and keyboard) / laptop (possibly other accessories and devices) <i>recommended ordering via the Central Purchasing application in INET (https://inet.muni.cz/app/cn/nabidka), must be arranged approx. 3 weeks in advance, the purchase request is sent by the head of the department via e-mail to Ms. Musilová (musilova@fi.muni.cz)</i>
Access	
<input type="checkbox"/>	Keys <i>the head of unit informs the Faculty Bursar at least 2 weeks in advance of the need for keys to the office or other areas to which the staff member is to have access</i>
<input type="checkbox"/>	Name Badge for Office <i>the head of unit will forward to the Faculty Bursar the documents (name and title of the new staff member) for the preparation of the name badge</i>
OTHER	
<input type="checkbox"/>	Informing the team when a new employee joins



Identification of a mentor/buddy and joint preparation of his/her role and tasks

START AND PROBATIONARY PERIOD	
OPERATIONAL	
<input type="checkbox"/>	Work Background
<input type="checkbox"/>	<u>Office Supplies</u> <i>Common office supplies are available from Mrs. Lysáková (office B504, lysakova@fi.muni.cz)</i>
<input type="checkbox"/>	<u>Landline - Telephone Flap including Telephone Set</u> <i>the request should be forwarded by e-mail by the head of the unit at technici@fi.muni.cz, the request should include the učo, the unit and office number, the required variant of authorisation according to the needs of the position: calls only within MU / CR / worldwide, and whether a personal flap is required for a specific employee or a so-called general flap for the unit/function; when transferring an employee from another MU ECU (economic unit), indicate in the application whether the transfer involves the transfer of the original flap or whether a new flap is to be assigned;</i>
<input type="checkbox"/>	<u>Work Mobile Number - SIM card</u> <i>The SIM card is allocated based on the needs of the job (see Dean's Instruction No. 2/2013); the request should be forwarded by email by the Head of unit to Ms. Musil (musilova@fi.muni.cz); the request should indicate whether only voice or also data services are to be activated and the source of funding; the number can only be granted after the employee starts; processing usually takes 2-3 working days;</i>
<input type="checkbox"/>	Access
<input type="checkbox"/>	<u>Keys</u> <i>Keys are issued by the Faculty Bursar on the day of arrival (in her absence by the Personnel Office); the office key is issued as standard, which also allows access to the common areas (kitchens, photocopiers, lecture rooms including departments if there is no card access, seminar and meeting rooms)</i>
<input type="checkbox"/>	<u>Temporary Access Card</u> <i>the temporary access card is activated and handed over by the Personnel Office when the employment contract is signed</i>
<input type="checkbox"/>	<u>ITIC/Employee Card</u> <i>the condition for issuing the card is that the employee is photographed at the relevant MU workplace (instructions are given to the employee when signing the employment contract); the card is requested by the Personnel Office after receiving information from the employee that his/her photo has been taken</i>
<input type="checkbox"/>	<u>Activation of Access to Common Areas</u> <i>access to the FI common areas is granted automatically by the system (building entrance, lecture rooms, kitchens, white-numbered parking garage for staff ≥ 0.5, parking lot B, parking spaces 16-26 and the back gate)</i>
<input type="checkbox"/>	<u>Activation of Access to Other Areas (e.g. laboratory)</u> <i>accesses are activated by the administrator of the access point - e.g. the head of the laboratory</i>
<input type="checkbox"/>	<u>Setting up a User Profile on the Computer (or reinstallation)</u> <i>computer and user account setup is handled individually, according to the user's requirements; purchase and installation of specific software after consultation with the head of the unit</i>
<input type="checkbox"/>	<u>Network Printers and Copiers – Access Settings</u> <i>allocation of the copier code: Faculty Bursar in cooperation with the technicians</i>
<input type="checkbox"/>	Accounts and Passwords

<input type="checkbox"/>	<p>the Person's University Number (hereafter referred to as <i>učo</i>)</p> <p>Unique identification of the person in the MU Information System, the <i>učo</i> and primary password are assigned to the employee automatically upon joining</p>
<input type="checkbox"/>	<p>Email Addresses (automatically generated)</p> <p>basic address učo@mail.muni.cz - mail available in the MU IS, it is recommended to redirect incoming mail in the MU IS from učo@mail.muni.cz to the faculty email alias (prijmeni@fi.muni.cz);</p> <p>address učo@muni.cz (in o365.muni.cz);</p> <p>employees on employment contracts are assigned the address prijmeni@fi.muni.cz; employees on agreements are assigned the address gprijmen@fi.muni.cz;</p>
<input type="checkbox"/>	<p>Primary and Secondary Password, Faculty Login and Faculty Password</p> <p>the primary password is used to log in to the MU IS and to systems using single sign-on, e.g. INET MU, o365</p> <p>the secondary password is used e.g. to log in to the Eduroam wireless network</p> <p>faculty login and faculty password are used to access services in the fi.muni.cz domain and shared faculty stations (see https://www.fi.muni.cz/tech/employee-info.html for more information)</p>
<input type="checkbox"/>	<p>access to IS MU, INET MU, o365.muni.cz</p> <p>access to information systems is subject to active <i>učo</i>;</p> <p>allocation of rights to specific applications according to the needs of the position (e.g. Magion, ISEP) is requested by the head of the unit;</p>
<input type="checkbox"/>	<p>Email Groups - Assignment to email aliases</p> <p>employees are automatically assigned to the group addresses of faculty staff (fi-int@fi), department staff on joining;</p> <p>manually filled email groups must be requested by the group administrator (according to unit practices);</p>
OTHER	
<input type="checkbox"/>	<p>New employee's initial interview with the head of the workplace</p> <p>takes place, if possible, on the employee's first day of work; the initial interview includes a detailed introduction to the job</p>
<input type="checkbox"/>	<p>Introductions and initial interview with mentor/buddy</p> <p>preferably on the first day of work</p>
<input type="checkbox"/>	<p>Familiarisation with the building, workplace, colleagues and other workplaces</p> <p>takes place, if possible, on the first working day</p>
<input type="checkbox"/>	<p>Ongoing review of mastery of individual tasks</p> <p>Site manager/mentor, recommended interval once every 2 weeks</p>
<input type="checkbox"/>	<p>Completion of OH&FS training - required on 1st working day</p> <p>Information and link to IS Workplace Safety Training (muni.cz) will be sent to the employee in an automated email</p>
<input type="checkbox"/>	<p>Familiarisation with regulations</p> <p>Information and link to IS Regulations Agreement (muni.cz) will be sent to the employee in an automated email</p>
<input type="checkbox"/>	<p>Evaluation of the adaptation process with the head of the workplace</p> <p>usually takes place approx. 14 days before the end of the probationary period; as part of the evaluation of the adaptation process, the manager may suggest measures such as: extension of the adaptation process / adjustment of the job description / suggestion of training activities, etc.</p>

<input type="checkbox"/>	Providing feedback on the adaptation to the Personnel Office <i>information on the adaptation process from the head of the workplace, mentor/buddy, new employee</i>
<input type="checkbox"/>	Extension of the employment relationship <i>Inform the Personnel Office at least 14 days before the end of the probationary period / 3 months before the end of the employment contract in the case of fixed-term contracts whether the employment relationship will continue and under what conditions</i>