

Annex No. 4b

Adaptation Plan for New Employees

The Adaptation Plan defines the procedure for the entry and adaptation of a new employee at the MU Faculty of Informatics (FI). It describes the partial steps for the effective integration of the employee in the workplace and for his/her successful orientation and integration into the workplace and the work team.

The aim of the adaptation of a new employee is to provide maximum support for the successful completion of the adaptation period (usually lasting for the first 3 months) so that the employee has everything he/she needs to successfully settle in and master the job and the assigned work tasks.

DAY ONE	
<input type="checkbox"/>	Conclusion of an Employment Contract (<i>Personnel Office</i>)
<input type="checkbox"/>	signing the employment contract and other documents related to the establishment of the employment relationship
<input type="checkbox"/>	familiarisation with the job description
<input type="checkbox"/>	familiarisation with information on working hours
<input type="checkbox"/>	taking over the primary password <i>(for employees who have no history at MU)</i>
<input type="checkbox"/>	receipt of the temporary access card
<input type="checkbox"/>	handing over the documents for payroll processing <i>(detailed in the Pre-Employment Guidelines)</i>
<input type="checkbox"/>	Familiarisation with the building, the workplace, colleagues and other workplaces (<i>Head of Workplace</i>)
<input type="checkbox"/>	taking over keys to the office, IT equipment, PC access and internal IT systems, including the code for the photocopier
<input type="checkbox"/>	checking the functionality of IT equipment, logging into PCs, IS, INET, work email and setting up specific accesses
<input type="checkbox"/>	completion of HSE and FS training (must be completed on the first working day!) <i>information and link to IS Workplace Safety Training (muni.cz) will be sent to the employee in an automatic email</i>
<input type="checkbox"/>	checking personal data in INET under Personal profile <i>in case of discrepancies, contact the Personnel Department (pers@fi.muni.cz)</i>
<input type="checkbox"/>	filling in the address for delivery of employment documents in the Personal profile section
<input type="checkbox"/>	familiarising self with the Regulations Agreement application <i>the information and link to the IS Regulations Agreement (muni.cz) will be sent to the employee in an automated email</i>
FIRST WEEK	

<input type="checkbox"/>	Work Background
<input type="checkbox"/>	<p><u>Office Supplies</u> Common office supplies are available from Mrs. Lysáková (office B504, lysakova@fi.muni.cz)</p>
<input type="checkbox"/>	<p><u>Landline - telephone flap including telephone set</u></p> <ul style="list-style-type: none"> the request is forwarded by email to the Head of Department at technici@fi.muni.cz MU's fixed telephone network allows: <ul style="list-style-type: none"> make a phone call to another landline within MU - just enter the ending four-digit number (flap); to make a call to external numbers outside MU - it is necessary to enter a zero before the called number; setup of sending emails about missed calls: Inet MU: Missed Calls (muni.cz); private phone calls must be marked in the INET application as "Personal calls" (Inet MU: Telephony); to pay for private phone calls, the employee must set up a SUPO account on Inet MU: SUPO Client Account (muni.cz).
<input type="checkbox"/>	<p><u>Work Mobile Number - SIM card</u></p> <ul style="list-style-type: none"> The SIM card is allocated based on the needs of the job position (see Dean's Instruction No. 2/2013); the application is forwarded by email by the Head of Department to Ms. Musilova (musilova@fi.muni.cz); the application 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; private phone calls must be marked in the INET application 'Personal Telephone Charges' (Inet MU: Telephony); to pay for private phone calls, the employee must set up a SUPO account on Inet MU: SUPO Client Account (muni.cz).
<input type="checkbox"/>	<p><u>Building Accesses, etc.</u></p> <ul style="list-style-type: none"> ITIC/employee card - accesses to FI common areas are automatically assigned by the system (building entrance, lecture rooms, kitchen, for staff ≥ 0.5 the garage (white numbered spaces), car park B spaces 16-26) and the back gate); accesses to other areas (e.g. laboratory) are activated by the administrator of the access point (usually the head of the laboratory); keys - the office key also allows access to common areas (kitchens, photocopiers, lecture theatres including departmental rooms if card access is not available, seminar and meeting rooms);
<input type="checkbox"/>	ITIC/Employee Card
<input type="checkbox"/>	<p><u>taking a photo for the ITIC/employee card</u> a photograph is required for the ITIC/employee card;</p> <p>A) the photo shoot takes place in the MU building at 220/2 Komenský nám., room 139C, ground floor right; it is necessary to book the photo shoot in advance in the MU Inet MU: Photography Booking (muni.cz)</p> <p>B) it is possible to insert your own photo into the internal system; the conditions are specified in Inet MU: Uploading a Photography (muni.cz)</p>
<input type="checkbox"/>	<p><u>application for ITIC/employee card</u> the Personnel Office must be informed about the photo/photo insertion into INET and the ITIC/employee card must be ordered</p>
<input type="checkbox"/>	<p><u>receipt of the ITIC/employee card</u> Personnel Office informs the employee when the card is ready</p>
<input type="checkbox"/>	Accounts and Passwords

<input type="checkbox"/>	<p><u>the person's university number</u> (hereafter referred to as <i>učo</i>)</p> <p>Unique identification of the person in the MU Information System, the <i>uco</i> and primary password are assigned to the employee automatically upon joining</p>
<input type="checkbox"/>	<p><u>mail addresses</u> (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 qprijmen@fi.muni.cz;</p>
<input type="checkbox"/>	<p><u>primary and secondary password, faculty login and faculty password</u></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)</p>
<input type="checkbox"/>	<p><u>access to IS MU, INET MU, o365.muni.cz</u></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 department;</p>
<input type="checkbox"/>	<p><u>email groups - assignment to email aliases</u></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 departmental practices);</p>
<input type="checkbox"/>	<p>Familiarisation with the structure and content of information systems</p>
<input type="checkbox"/>	<p><u>Information System IS MU</u></p> <ul style="list-style-type: none"> • Regulations Agreement Regulations Agreement (muni.cz) • Workplace safety training Workplace safety training (muni.cz) • Working hours records Working Hours Records (muni.cz) • Document server Document server (muni.cz) • File Service/Document Office Document Office - electronic administration (muni.cz) • Room Reservations Room Reservations (muni.cz) • Contacts People (muni.cz) • Depository Upload a File into Depository (muni.cz) • Change Password Password (muni.cz)
<input type="checkbox"/>	<p><u>Economic and administrative information system INET MU</u></p> <ul style="list-style-type: none"> • Personal data including change of delivery address Inet MU: Personal profile (muni.cz) • Request for leave Inet MU: Leave Submission (muni.cz) • Travel orders <p>In the case of a business trip by an employee, a travel order must be completed and approved well in advance of the trip, in which the employee will fill in all the information (including the trip report) required for the payment of travel allowances without undue delay after returning from the business trip. Inet MU: Travel authorisation forms (muni.cz)</p> <ul style="list-style-type: none"> • Pay advices Inet MU: Pay Advice (muni.cz) • Central Purchasing Inet MU: Purchasing (muni.cz)

<input type="checkbox"/>	<p>IT support</p> <ul style="list-style-type: none"> IT on FI: Technical information - IT on FI: Technical information (muni.cz) <i>Information for FI staff (hardware/accessory acquisition, faculty password, use of printers, copiers, servers, mail, access card, etc.) - Technical Information for employees (muni.cz)</i> MU IT website, tutorials, advice - Masaryk University IT services (muni.cz)
WEEK TWO	
<input type="checkbox"/>	Completion of familiarisation with the regulations
MONTH TWO	
<input type="checkbox"/>	Interview with the manager
ONE WEEK BEFORE THE END OF THE PROBATIONARY PERIOD	
<input type="checkbox"/>	Interview with the manager – evaluation of probationary period, setting of goals and development plans
<input type="checkbox"/>	Sending feedback on the adaptation process (questionnaire)
ADDITIONAL INFORMATION FOR SUCCESSFUL ADAPTATION	
<input type="checkbox"/>	<p>Organisational structure of FI/MU</p> <p>Searching for departments and contacts to individual FI employees: Faculty of Informatics - Employees Masaryk University (muni.cz)</p>
<input type="checkbox"/>	<p>Internal regulations of FI/MU</p> <p>all FI internal regulations (directives, measures, instructions) are stored on the document server in IS: FI Document Server (muni.cz)</p>
<input type="checkbox"/>	<p>Connection to Wi-Fi</p> <p>Most of FI's premises are covered by the Eduroam Wi-Fi network allowing internet connection from laptops, tablets and mobile phones. To prevent threats in the form of computer viruses, malware and cyber attacks, it is recommended to have an activated firewall, an updated operating system and antivirus software.</p> <p>Guidelines: Wi-Fi wireless connection IT services of Masaryk University (muni.cz)</p> <p>See also other faculty Wi-Fi options Wireless network on FI.</p>
<input type="checkbox"/>	<p>Data Storage</p> <p>A variety of solutions can be used for data storage, see Storage at FI or Data Storage IT services of Masaryk University (muni.cz)</p>
<input type="checkbox"/>	<p>Multisport Card</p> <p>The card for the following month can be ordered by the 11th of the month at pers@fi.muni.cz. The employee must set up a SUPO account on Inet MU: SUPO client account (muni.cz).</p>
<input type="checkbox"/>	<p>Public health Insurance Card</p> <p>If the employee was not covered by Czech health insurance before joining; it takes up to 3 months for the insurance company to issue the card.</p>
<input type="checkbox"/>	Communication channels with information about events at MU, FI, science and research, etc.
<input type="checkbox"/>	<p>MU web page www.muni.cz summary information about MU, news, etc.</p>

<input type="checkbox"/>	<p><u>FI website</u> www.fi.muni.cz <i>Information about FI, news about FI events, etc.</i> <i>e.g. benefits for employees Benefits FI MU (muni.cz)</i> <i>education opportunities, trips abroad provided by MU Career and career development FI MU (muni.cz)</i></p>
<input type="checkbox"/>	<p><u>portal for employees</u> portal.muni.cz <i>personalized portal for employees containing also news from MU; it is necessary to log in to the portal with the primary password</i></p>
<input type="checkbox"/>	<p><u>MU internal newsletter</u> <i>information for MU employees sent automatically every month to the employee's email address</i></p>
<input type="checkbox"/>	<p><u>M Magazine</u> www.em.muni.cz, www.em.muni.cz/veda <i>newsletter (sent to the employee's email address about once every 14 days) with a summary of the most important news from MU or from the scientific section; subscription to the newsletter at Subscribe to the M Magazine newsletter Muni em.muni.cz</i></p>
<input type="checkbox"/>	<p><u>Yammer MU</u> <i>MU's internal communication network for collaboration, discussion and information sharing. The link is to the O365 web interface, then you need to enter uco@muni.cz</i> <i>e.g. there is a group for foreign MU International Staff</i></p>
<input type="checkbox"/>	<p><u>Social media profiles</u> (Facebook, Twitter, LinkedIn, Instagram) <i>News from FI on FI social media profiles</i></p>
<input type="checkbox"/>	<p><u>News on project support, science and research at FI</u> <i>currently open calls, seminars, documents for preparing project applications, etc.</i></p>

**We wish you a successful start at FI, lots of energy, new experiences and success.
 If you have any questions, please do not hesitate to contact us (pers@fi.muni.cz).**

Yours [Personnel Office of the FI MU](#)