



## **Measure of the Director**

### **Of the Central European Institute of Technology of Masaryk University**

**No. 1/2021**

## **Onboarding of CEITEC MU Employees**

*(effective as of 1<sup>st</sup> February 2021)*

*Pursuant to Article 7.4 sub g) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University, I hereby issue the following measure:*

### Article 1

#### **Introductory Provisions**

- (1) This Measure of the Director applies to all employees of the Central European Institute of Technology of Masaryk University.
- (2) This measure defines the rules for the onboarding of employees in the employment relationship, and at the same time provides recommendations for the implementation of individual steps of onboarding of employee taken by the direct supervisor.
- (3) The onboarding of employee consists in acquainting the employee with the work environment, internal culture, work style, technologies, specific regulations and general conditions in which he/she will perform the work, including meeting the colleagues – at both the institute level and the specific workplace level.
- (4) The process of onboarding does not include activities connected with recruitment of the employee for which the HR manager is responsible.

### Article 2

#### **Onboarding of a New Employee**

- (1) Recruitment is completed before the onboarding begins. The HR manager of the workplace ensures all documents needed to establish an employment relationship and is mainly responsible for:
  - a) Providing a work e-mail address for employees;
  - b) Generation of the primary password to the MUNI system;
  - c) Introduction to the organisation structure of CEITEC MU;
  - d) Providing information on the method of implementation of the occupational health and safety protection and fire prevention training;
  - e) Monitoring the process of issuing the employee card;
  - f) Providing introductory information (e.g. photographing, benefits, MUNI information systems) and sending the brochure "Your Guide to CEITEC MU".
- (2) The services provided by the welcome office manager are part of the onboarding of employees, especially those coming from abroad.

- (3) The primary responsibility for the onboarding of the employee lies with the head of the workplace.
- (4) As part of the onboarding, the head of the workplace is responsible for passing the information related to the given position and workplace to the employee.
- (5) The head of the workplace can delegate individual parts of the onboarding process to another employee of the workplace. The head of the workplace acquaints the employee to whom the activities related to onboarding are delegated with the scope of these activities.
- (6) The head of the workplace or delegated employee is responsible, in particular, for:
  - a) Preparation of the description of the employee's work activities, handing it over to the employee and HR manager;
  - b) Preparation of the equipment and workstation;
  - c) Notification of the commencement and introduction of an employee within the relevant CEITEC MU workplaces;
  - d) Introduction of the colleagues at the workplace, including their positions and responsibilities;
  - e) Familiarisation of the employee with the workplace, its operation activities, basic and specific rules of operation of the workplace and the whole institute;
  - f) Introduction to the content of the job;
  - g) Familiarisation with the schedule of regular meetings, which the employee is obliged to attend regularly.
- (7) The specific onboarding plan for individual employees is described in a separate document, with which the HR manager will acquaint the employee and the head of the workplace (or a delegated person) on the start day.
- (8) Part of the onboarding is also an opportunity to discuss the ongoing process with the HR manager. The aim of such discussion is to verify whether the onboarding is going well, and the employees are doing well with the employer and the workplace.
- (9) After two months from the start, the HR manager contacts the employee and offers the employee an opportunity to meet in order to find out the feedback on the course of the onboarding.
- (10) It is recommended that during the probationary period (preferably at the beginning of the 3<sup>rd</sup> month from the start of the job) the head of the workplace and the employee meet for continuous feedback on cooperation, and also on the course of onboarding of the employee and possible updating of the onboarding plan.

#### Article 3

#### **Final Provisions**

- (1) The head of the HR Department shall be responsible for the interpretation of this Measure.
- (2) The Deputy Director for Administration shall be responsible for the supervision over the compliance with this Measure.

(3) This Measure shall become valid as of the execution date hereof.

(4) This Measure shall become effective as of 1 February 2021.

In Brno on 1. 2. 2021

*Jiří Nantl*  
*Director of the Institute*