

Checklist for new Staff Members at Paderborn University

First organisational steps at your new workplace

Below, you will find an overview of the things that you need to do in order to get started at your new workplace at Paderborn University. You can take care of **certain steps yourself** before your first day (e.g. requesting your email address), however most of the tasks will be completed during your first few days and weeks in your new office. Please discuss this with your supervisor.

**ONLINE
VERSION:**

[go.upb.de/
onboarding](https://go.upb.de/onboarding)



What needs to be done?

- ☐ **Email address:** Self-registration at the ZIM service portal in order to create a university email account; see [guidelines](#).
Central University Administration staff: Your supervisor will submit a request to set up your email address to [Specialised administrative procedures](#) – you do not need to do anything.
- ☐ **Office key:** On your first work day, fill out a [key receipt form](#), have it signed by your supervisor and pick up the key from the Facility Management department ([Frank Lichtenauer](#), -2508, E5.124, office hours: 8-10 a.m., 1-2 p.m.)
- ☐ **ID/library card:** Apply for a combined library and university ID card via the [IMT service portal](#) (see [guidelines](#))
- ☐ **Person manager:** Enter or edit your personal data in the [person manager](#) (see [guidelines](#)).
- ☐ **Business cards:** Order business cards in [corporate design](#) from the university's printing office
- ☐ **Photo:** Where applicable, make an appointment to have your photo taken for the university website with the [Media Service Centre](#)
- ☐ **DeliCard:** Cashless payment method that can be used at all dining facilities on campus, with automatic reloading option, available from the [DeliCard Service](#) (Building ME)

Workplace setup

The steps below will **generally be completed by your supervisor or mentor** before your first work day. During your first week at work, discuss which steps still need to be completed and who will complete them.

What needs to be done?

Room/office supplies

- ☐ **Office:** Clarify / request a workspace
- ☐ **Door nameplate:** Email the relevant [form](#) (or special form [Building P](#)) to the Facility Management department (tuerschilder@zv.uni-paderborn.de, -2526, E5.121)
- ☐ **Order furniture** via the [Procurement department](#) (Dirk Fuest, -2521, C2.209)
- ☐ **Order office materials** via your organisational unit (see [contractual partners](#))
- ☐ **Furniture transport:** Janitorial services team: -2972, H0.107
- ☐ **Dismantling/installation:** Installation of whiteboards etc. by Technical Facility Management (Ulrich Kosfeld, -2477)

Telephone, IT, email
<input type="checkbox"/> Telephone: Apply for a telephone, a telephone number and for entry in the telephone directory to tvzservice@zv.uni-paderborn.de , -5400.
<input type="checkbox"/> People directory: Apply for entry in the directory via email
<input type="checkbox"/> IT equipment and support: For personal IT equipment, contact your local IT staff. For general services (WLAN, email, media equipment, software etc.): ZIM Service Point , -5544, N5.344 <i>Central University Administration staff:</i> contact Specialised administrative procedures
<input type="checkbox"/> Email address (see above)
<input type="checkbox"/> Login data: Request access to drives, IT systems (PAUL, MACH etc.), as required
<input type="checkbox"/> Set up a flexitime account (primarily applies to non-academic employees): More information: Human Resources Department (Christa Meier-Rohde : -2511, B1.223, and Hubertus Loke : -3944, B1.334)

First day and induction period

The following list is a suggestion of steps to be completed during the induction and integration phase as a general orientation for you and your supervisor.

What needs to be done?
<input type="checkbox"/> Introductory meeting between supervisor and new staff member
<input type="checkbox"/> Introduction to the workplace: Information on the telephone system, email, printing/copying, procurement of materials, incoming/outgoing mail, circulations etc.
<input type="checkbox"/> Information on the building/campus: where applicable, tour of the building
<input type="checkbox"/> Integration: Introduction to colleagues, contact persons, important advice services
<input type="checkbox"/> Discussion of the induction plan: Explanation of tasks, responsibilities/competencies, processes, points of contact with other departments/colleagues etc.; early assignment of initial tasks
<input type="checkbox"/> Explanation of administrative processes and important forms: e.g. procurement, invoice management, travel authorisation requests
<input type="checkbox"/> Information on rules and formalities: working hours, break regulations, absence cover arrangements, sickness notifications, holiday request forms etc.
<input type="checkbox"/> Clarification of team procedures: e.g. team organisation, team meetings, special practices
<input type="checkbox"/> Information on introductory support for new employees <ol style="list-style-type: none"> Central services for new staff: ABC for employees, welcome event, Jenny Aloni Centre (Young Scientists and Academics) Specific offers and services provided by the department/division
<input type="checkbox"/> Securing of all equipment: Where applicable, procurement of software, literature, materials; inclusion in distribution lists/mailling lists
<input type="checkbox"/> Occupational Health & Safety: Initial safety instruction, informing about ergonomic advisory service and offer of "Health University" (Unit 5.3)
<input type="checkbox"/> Feedback and support: Discuss work results, give feedback on performance, discuss expectations and management approach, agree on required training/further training.