

Onboarding measures in the home office (digital onboarding)

1) Preboarding (everything up to the first day of work)

| Done | Measure | Note |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| | Set up workplace → Phone number, e-mail → Query of "work ability" in the home office (Internet access, technology, etc.) | - With the help of the ITMC - Registration with the Login data must be carried out once at the TU in order to work in the home office. |
| | Ordering necessary working materials → Printer, laptop, desktop, if necessary business cell phone, etc. | Shipping to home if necessary organize |
| | Create familiarization plan | See Personnel Development homepage → Onboarding |
| | Clarify responsibilities → Consultation with Colleagues | |
| | Maintain/update organization chart | |
| | Send first working day information to MA → Times, dates, relevant documents if applicable | By email |
| | Preparation of a "Welcome Folder" → Familiarization plan, telephone lists with names and Photo, organizational charts, department mission statement, etc. | Send by PDF or mail |
| | Permanent contact person for the induction Set and brief on special situation | "Buddy concept" |
| | Reception meeting organize by manager | Via video chat |
| | Get-to-know-you meetings for the first day/the first Organize week | Via video chat |
| | Preparation of a welcome gift | |
| | 360-degree tour of the building or photos/videos of the future workplace for accept new MA | If manager/colleague is on site |

2) Onboarding (everything from the first day of work)

| Done | Measure | Note |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Reception of the new MA | Via video chat |
| | Send introduction e-mail to colleagues | - With photo if necessary - Communicate function |
| | Welcome meeting → Going through the familiarization plan → Query of interests, explanation of benefits → First To Do's to give along | Via video chat |
| | Explanation of "unwritten rules" → Addressing, (core) working hours, sick leave, etc. | Leaflet helpful |
| | Welcome by the head of the department/unit, management → Explanation of the vision, values, culture | If necessary also by manager |
| | Inclusion in the team and groups | - Whatsapp, Skype, Microsoft Teams, etc. |
| | Lunch meeting with colleagues | Via video chat |
| | Get to know meeting with the team → all introduce themselves | e.g. in the form of a Subject area round table |
| | If necessary, get-to-know meetings with interfaces | Via video chat |
| | Create a meeting schedule and make appointments with individual colleagues | - for closer acquaintance - to keep regular contact - Individual meetings are recommended |
| | Induction by manager or permanent contact person (buddy concept) | Via video chat → ZOOM recommended, since screen sharing is possible → Recommendation: Run ZOOM meeting in the background (lower inhibition threshold for questions, direct contact possible) |
| | Regular appointments to check the familiarization plan → Discuss difficulties, reflection | |
| | Manager/contact person should spend enough time in schedule the first weeks | To respond to problems/questions to be able to react quickly |
| | Conduct feedback discussions | Via video chat |
| | Search out and propose digital seminars for new MA → what competencies are needed? | If necessary, consult with the continuing education and training department. (Dec. 3) |

Note: This document serves as a work aid for the onboarding process. Contact persons must be customized in many areas.

The measures listed serve as a recommendation and do not represent any obligation. If you have any suggestions or additions, please feel free to contact Ms. Simon (lavinia.simon@tu-dortmund.de, -755 2039).