

Guide for supervisors: Onboarding process for new employees

The first day at the new workplace is a special situation for every employee. TU Dortmund University and you as the hiring institution have the opportunity to present yourself and to leave a lasting - positive - first impression. The following guidelines serve to systematically prepare and carry out the onboarding process in order to give the new colleagues a successful start and thus convey a positive image of TU Dortmund University.

Tasks	Support through	To be done by	Date	Done
Complete personnel file <ul style="list-style-type: none"> Forward documents to Dec. 3.2 	Dec. 3.2			<input type="checkbox"/>
EDP setup <ul style="list-style-type: none"> Have phone number set up Assignment of access rights for Set up PC/SAP/Network/Other Set up email account Order laptop if necessary apply for business cell phone if necessary → Note: Early contact with the ITMC shorting 	Phone: Service Desk (ITMC) - 755 2444 Access rights: Service Desk (ITMC) - 755 2444 Laptop: internal secretariat or Service Desk (ITMC) - 755 2444 Work cell phone: Unit Central services - 755 2529			<input type="checkbox"/>
Organize appointment for the first working day with the ITMC <ul style="list-style-type: none"> direct establishment of the workplace → Note: MA must log in to the TU on site for the first time in order to be able to work in the Be able to work from home office 	Service Desk (ITMC) - 755 2444			<input type="checkbox"/>
Organizational <ul style="list-style-type: none"> Set up workplace Order furniture if necessary Pre-order business card if necessary Create and attach door sign Key/transponder at department 6 request new person at the welcome party register for new employees Request start folder Assemble work equipment (pens, hole punch, etc.) 	Furniture storage: Dec. 5.4 Mrs. Fischer-Bock - 755 5841 Key/transponder: Dec. 6 Registrations Continuing Education and Training: Dec. 3.3 Mrs. Cigelski - 755 4732 Start folder: Dec. 3.3 Mrs. Simon - 755 2039	Executive		<input type="checkbox"/>

<p>Set welcome date for the first day → Note: If possible, it should always be the superior person personally welcome.</p>			<input type="checkbox"/>
<p>Create familiarization plan</p> <ul style="list-style-type: none"> ▪ fixed contact persons for the Determine familiarization ▪ Plan qualification measures if necessary MA possibly already register ▪ Make an appointment for qualification consulting 	<p><u>Qualification Counseling:</u> Mrs. Kurpas - 755 4801</p> <p><u>Planning qualification measures:</u> Continuing education and training Ms. Fischer - 755 2778</p> <p>Familiarization plan: <u>Onboarding homepage</u> Dec. 3.3</p>		<input type="checkbox"/>
<p>Compile important information/documents</p> <ul style="list-style-type: none"> ▪ about the TU → e.g. organizational chart about the department → e.g. important contact persons → Phone lists, e-mail addresses ▪ on internal company regulations → e.g. working time/break regulation → Communication during illness → Business trips → Company outings → Participation in/at BGM/training/university sports 	<p>Latest information: https://service.tu-dortmund.de/</p>		<input type="checkbox"/>
<p>Schedule initial employee interviews</p> <ul style="list-style-type: none"> ▪ in the first week ▪ After 3 months ▪ at the end of the probationary period 	<p>Questions on the subject of <u>employee appraisals</u>: Dec. 3.3 Mr. Brenner - 755 3394</p>	Executive	<input type="checkbox"/>
<p>Draw up personal welcome letter/mail</p> <ul style="list-style-type: none"> ▪ Approximately one week before starting work, all relevant information for the Send first day 		Executive	<input type="checkbox"/>
<p>Prepare and carry out welcoming measures</p> <ul style="list-style-type: none"> ▪ Welcoming and introduction of the new employees in Workspace and team ▪ Handing over the start folder ▪ Handing out of all relevant working materials ▪ z. E.g. Welcome Breakfast, common lunch break 		Executive	<input type="checkbox"/>

Note: This document serves as a working guide to the onboarding process, and the contact persons may need to be customized. The manager/contact **person should plan enough free space in the first weeks.** The measures listed are intended as a recommendation and do not constitute an obligation. For more information on onboarding, visit the [onboarding homepage](#).

If you have any suggestions or additions, please feel free to contact Ms. Simon (lavinia.simon@tu-dortmund.de, -755 2039).