

## Onboarding Support Sheet for Think Tanks: Key elements for an Induction Programme\*

### Checklist:

<u>What</u>	<u>Who</u>	<u>Status</u>
<b><u>Preboarding - Before the start:</u></b>		
Finalize contractual matters	HR	
Inform relevant teams of new team member joining, integrate birthday of new team member into Team calendar (permission and interest provided)		
Organization of the necessary support items (e.g., keys, laptop, contract, IT-Systems, setting up of necessary office and equipment)	HR, IT	
Welcome Mail/ Call (information about first day: starting time, plan for the day, address; progress in flat hunting; offering help)		
Define Mentor		
Preparation welcome package		
Planning the first tasks		
Clarifying the Medium of Communication for different situations (e.g. mattermost, messenger, MS teams) and the expected reaction time		
Plan office seating arrangements		
<b><u>First Day:</u></b>		
Create a welcome atmosphere for the new employee		
More detailed introduction of the organization, its vision/mission and what role the new staffer plays in this. Convey a sense of belonging and purpose.		
Introduce new staffer to Think Tanking Resources and Mailing Lists ( <a href="#">OnThinkTanks</a> , <a href="#">Better Think Tanking</a> , <a href="#">Think Tank Lab</a> )		
Introduce new team member to organization via Mail or communication tools available		
Introduction to the team (Contacts) and into the work contents		
Walk through the office / introductions to general staff		
Access-sharing for the most relevant systems	IT	
Handing out welcoming package with all necessary information → give enough time to read → Answering upcoming questions after reading		
Fill in handover protocol and hardware (laptop, mobile etc.)	IT	
If your organization has a “Buddy Programme”: Team up new employee with a “buddy”		

\* This is a living document drafted in the context of the Think Tank Lab’s Community Challenge on Onboarding, which ran from September - December 2021. It will be updated in line with further insights and good practices.

<b><u>First Week:</u></b>		
Offer for social interaction outside the working environment	Mentor, Team	
Check in after the first week		
Overview of the upcoming plans and goals		
Project goals, team goals, personal goals Define: who does what, when, how and why (goal setting)		
Transition into the “regular work process” <ul style="list-style-type: none"> <li>• Delegation of responsibility, enough freedom to express oneself, acting as part of a team</li> <li>• Delicate mix between freedom and setting limits</li> <li>• Goal setting: <ul style="list-style-type: none"> <li>○ mutual expectations</li> </ul> </li> <li>• hand over responsibility</li> <li>• Introduce new team member to relevant external counterparts</li> </ul>		
Set up milestones for the new team member, e.g. publish first paper by a certain date		
Set up and deliver security briefing (cybersecurity, data protection, privacy)	IT	
Provide anti-discrimination, diversity, equality briefing / training		
Provide health & safety, ergonomics, good practice on working from home briefing.		
Introduction meetings with different departments (HR, Finance, Communications, Research Depts, Ombudsperson/Staff representative, etc.)		
Introduction meeting with works council / staff representative / ombudsperson		
Introduce meeting schedule and preview upcoming events		
<b><u>First Month:</u></b>		
Check in after first month, reflections		
Define: Tasks, Subsections and position		
Integration: Invite the new team member to come along to meetings with external stakeholders to see how the organisation interacts with third parties; actively include new employees in events		
<b><u>First 3-4 Months:</u></b>		
Check in together with a 100-day reflective survey and feedback. Evaluate progress to date: What have we achieved, what still lies ahead of us?		
<b><u>Till the end of probation period:</u></b>		
Check in after 100 days		
Check in one month before the end of the probation; Schedule meeting to discuss <b>targets and objectives</b> after successful completion of probation period		
Evaluation of skills and qualifications, offering trainings to new staff member post-probation period. Consider participation in the <a href="#">Think Tank School</a>		

## **Further information:**

For people with a unique background (scientists at risk, political refugees):

- Special focus on new employees with a potentially problematic/challenging **backstory**
- special components to take note of
  - potentially traumatic past, language barrier
- Assistance in everyday life
  - both on the **internal** and **external** level (e.g. registering a flat, setting up a bank account)
  - ongoing **psychological support**
- Inclusion of specific, individual problems
  - Assistance in finding a suitable psychosocial support  
→ include the costs in project-related costs or funding for scholarships
- Overall social support to prevent loneliness
  - **Interaction** and advice on different topics  
→ **important**: Support should last for the whole duration of the employment to be as effective as could be

## **Contents of the Welcome Package/ Map:**

- **Open-Door-Policy** as a guideline for social contact at the new working space
- List of relevant literature
- List of relevant telephone numbers and E-mail addresses
- Overview of relevant functions and responsibilities
- Overview of team and institute administrative and approval processes
- Information about:
  - Rules of cooperation (e.g. as few emails as possible)
  - values and targets; etiquette
  - team meetings (dates and content)
  - working hours, overtime, holidays, substitution in case of absence
  - Medium of Communication for different situations and the expected reaction time
  - off-duty interactions
  - workflow (e.g. File Naming Scheme, location for files, task management)
  - IT-Systems
  - HR processes (what to do in case of sickness, how to apply for leave, etc.)