**ONBOARDING CHECKLIST**

Please discuss these topics with your supervisor/manager and with your team members.

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| --- | --- | --- |
| **Induction Targets** | **Done** | **Date** |
|  |  |  |
| **Own Work and Tasks** |  |  |
| What is the core of my tasks, my responsibilities |   |   |
| What are the goals of my work |   |   |
| How does my work relate to the goals of my unit and Aalto University |   |   |
| How can I acquaint myself with my work, who can I ask for help and advice |   |   |
| Who are my most important partners |   |   |
|  |  |  |
| **Tools and working spaces** |   |   |
| Where is my workstation |   |   |
| What equipment, machinery, information systems do I need in my work |   |   |
| What risks are associated with my work, how is work safety ensured |   |   |
| How are environmental issues handled: for example, recycling |   |   |
|  |  |  |
| **Own Team and Unit / Department / Subject** |  |  |
| What are the goals of my unit/department/subject |   |   |
| Who is my supervisor, colleagues; what are their tasks |   |   |
| Who are the partners and customers of my unit |   |   |
| How does my unit work: way of working, operating and decision-making and internal communication |   |   |
| Where are my unit facilities and what are they like |   |   |
| Departmental meeting practice and management |   |   |
| What is the development discussion practice |   |   |
| Teaching practicalities |   |   |
| Student related issues: ordinary study paths, usual minor subjects, thesis supervising process |   |   |
| Update Aalto People & ACRIS |   |   |