

Faculty of Science Masaryk University Directive No. /2020**Onboarding Process at the Faculty of Science MU**

(effective as of April 1st, 2022)

In accordance with Act No. 111/1998 Sb., on Higher Education Institutions and the Modification and Amendment of Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as the "Higher Education Act"), I hereby issue this Directive:

Section 1
Initial Provisions

- (1) This Directive is issued to specify the onboarding process as the process of initial orientation and adaptation of new employees at the Faculty of Science MU (hereinafter referred to as the Faculty). The Directive describes important steps for the effective adaptation of a new employee into his/her position and successful inclusion into the workplace's team and operations. These steps are typically carried out during the probation period, respectively, within the first 3 months of the employment.
- (2) The onboarding process aims to provide a new employee maximum support to manage the probation period and to get through the initial training successfully.
The probation period serves two purposes - the new employee can make sure that his/her expectations of the position and job duties are met, and also, from the employer's perspective, the new employee's skills are adequate and that he/she is a good fit.
- (3) This Directive also provides guidelines for the key persons responsible for the onboarding process – the head of the workplace and designated person at the department responsible for the new hires' agenda. The Faculty's support departments are also involved in the process (typically HR Department, Technical and Operational Office, Office for Information and Technologies, and etc.).
Documents and training are defined as standard parts of the onboarding process. Selected documents prepared by the MU Human Resources office were further modified to the Faculty's needs.
- (4) Provisions of this Directive apply to the employees whose main part of work is carried out at the Faculty, and whose employment relationship and associated matters are within the purview of the Dean of the Faculty or the Faculty Bursar.
- (5) For the purposes of this Directive, a new employee is defined as as the first time hiree at the Faculty of Science MU and usually has no prior experience with the working environment of the Faculty. In justified cases referred to in Section 2 (3), some onboarding process steps may be waived.
In case of an employee's re-entry, transfer from another MU workplace, or return from an inactive state of employment, it is also possible to apply some of the onboarding steps appropriately. Previous experience of employment at the Faculty is taken into account (more details in Section 4).
- (6) The head of the workplace that carries out the onboarding process is, for this Directive, defined as the employee's direct supervisor.

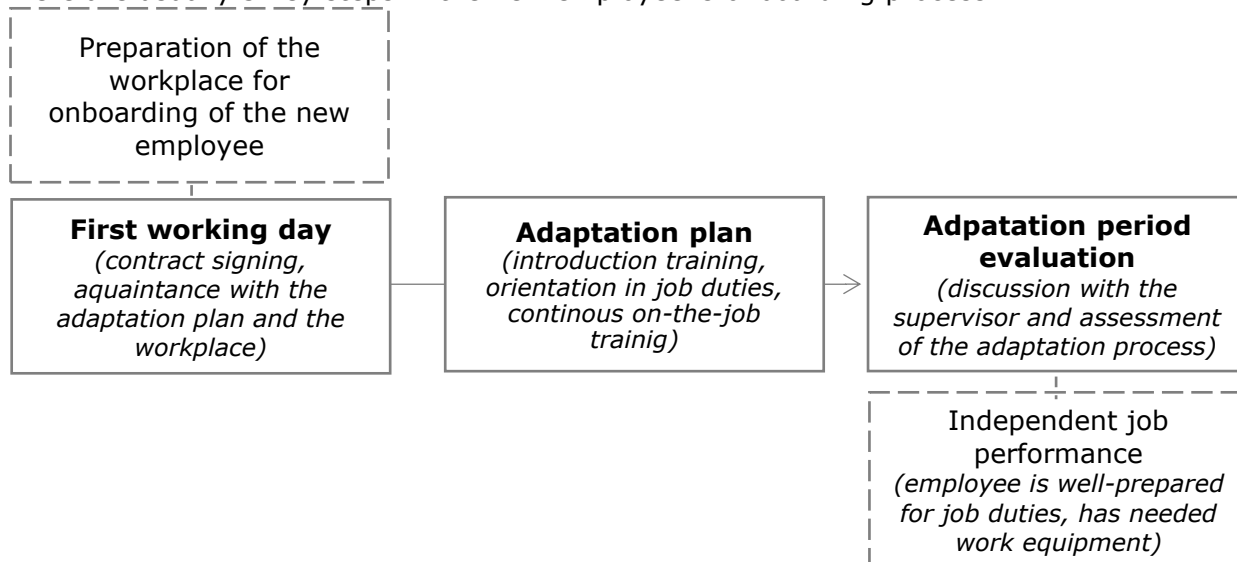
Section 2
Onboarding Process Description

- (1) Once receiving the notification of a job offer acceptance by the candidate, the workplace initiates everything necessary for the new colleague. The head of the workplace or the workplace's designated person ensures all the required steps described in [the template 19 – Pre-onboarding checklist](#), which is a part of the *Recruitment Process Guidelines of the Faculty of Science MU*, are carried out before the start date. The adaptation plan, including

the mentor/buddy assignment for the new employee, shall be prepared. The mentor/buddy's role is to assist the new employee, familiarize him/her with the new working environment, or advise when handling job tasks.

Details of the first working day are planned in cooperation with the Faculty HR Department. The new employee is informed about the first-day schedule by the workplace's designated contact person.

(2) There are usually 3 key steps in the new employee 's onboarding process:



(3) It is possible to waive the adaptation plan and adaptation period evaluation in the justified cases when hiring:

- a. a student of the Masaryk University,
- b. an employee with less than 0,5 FTE,
- c. an employee who will work within his/her scope of work on short-term project activities lasting less than 1 year,
- d. an employee who will carry out very specific/expert activities without broader relation to the workplace's operations, usually outside of the Faculty premises.

The right of an employee to request an adaption plan or adaptation period evaluation is not affected.

(4) Key activities within the initial orientation and subsequent adaptation shall be usually planned and fulfilled within 3 months of employment. It is possible to plan some activities in the longer term (e.g., training), considering the complexity of duties or project requirements.

(5) After completing the adaptation phase, it is essential for the employee 's further work performance and career management to set up working conditions (incl. contract extension), development activities, and regular employee evaluation according to the Faculty Directive 5/2019 – Process of Employee Evaluation.

Section 3

Onboarding Support Documents and Mandatory Induction Training

(1) Onboarding support documents are the following:

Document	Description	Responsible person
1. Onboarding Checklist for Receiving Workplace	Complementary instructions to Pre-boarding Checklist to be used by a designated person of the workplace responsible for onboarding agenda. An overview of onboarding-related steps, including recommended procedures, deadlines and contact points.	Head of the Workplace / Designated person responsible for onboarding Support Departments (HR, Payroll, ICT, Operations...)

2. Checklist for New Employees	An overview of administrative or operational steps for a new hire. The checklist is handed over to the employee when signing an employment contract and referred to in the Faculty welcome email.	Employee HR Department
3. Adaptation Plan for New Employees	The employee receives a printed or e-version on the 1st working day and shall be acquainted with the content. The adaptation period evaluation form is also a part of the plan. The plan is handed over to the HR department at the end of the adaptation.	Head of the Workplace / Assigned mentor/buddy
4. Handbook for Employees	The handbook is published on the document server and the Faculty website. The employee receives it also in the Faculty welcome email.	Employee
5. Welcome Email	An overview of instructions and links related to new hire orientation, including a link to the Faculty Handbook for employees and New employee checklist, is sent to the employee no later than the 2nd working day.	HR Department
6. Presentation – Workplace Orientation for New Employees	A template of a presentation for departments /workplaces for further adjustments and completion. This presentation shall be used when acquainting the new employee with the workplace’s working environment.	Head of the Workplace / Assigned mentor/buddy / Designated person responsible for onboarding
7. Email – Employee’s Onboarding Experience	At the end of the adaptation period, the employee will receive an email with a link to an anonymous survey to assess overall onboarding experience.	HR Department

The documents mentioned above are relevant to all new employees, except for the adaptation plan that can be waived in justified cases discussed in Section 2 (3).

These documents, especially the adaptation plan, can be further adjusted at the level of individual department/workplace of the Faculty, according to its specifics.

(2) Mandatory induction training is the following:

Training	Form	Description	Responsible person
General Workplace Safety Training	E-learning in IS MU	Immediately after receiving the notification.	Automatic email notification
Occupational Safety Training at the Workplace	Onsite at the workplace	On the 1st working day, respectively before the commencement of work.	Head of the Workplace, or Fire&Safety Protection Prevention Officer at the workplace
Workplace Orientation for New Employees	Onsite at the workplace, or self-study	Within the 1st working week. Employee’s introduction and orientation in practical faculty and workplace-related matters. (Annex No. 6).	Designated person at the workplace/ Mentor/buddy
Faculty Internal Regulations	<i>(Czech speaking)</i> Onsite – Faculty premises at Kotlarska street	Within the 1st working month. The employee receives an email invitation/ e-learning notification. The training covers both topics.	Faculty’s Lawyer
Research Ethics, Intellectual Property	<i>(English speaking)</i> E-learning		
Additional training for employees taking on managerial position (head of the workplace):			
Managerial Duties Introduction	Onsite	1st working week	Faculty’s Lawyer HR Department
General Workplace Safety Training for Head of the Workplace	E-learning v IS MU	Immediately after receiving the notification.	Automatic email notification
Faculty Workplace Safety Training for Head of the Workplace	Onsite	An employee receives an email invitation.	Faculty’s Occupational Safety&Fire Protection Specialist

Section 4

Onboarding Process for Employees with Previous Experience of Employment at the Faculty of Science MU/Masaryk University or Returns from Inactive State of Employment

(1) When planning onboarding for employees who have been previously employed at the Faculty or Masaryk University, the length of the pause, whether the employee starts at a similar position or completely different position/workplace, or to what extent the job description has changed in the meantime, shall be taken into consideration.

Re-onboarding may also be relevant for employees returning from the inactive state of employment (especially in long-term leave).

(2) The following steps shall apply in the cases mentioned above:

	Return from Inactive State of Employment*	Transfer from another workplace of the Faculty of Science MU	Transfer from another unit of the Masaryk University	Re-entry into employment at the Faculty of Science MU
Pre-boarding Checklist Clearance	recommended for MD/RD	yes	yes	yes
New Employment-related Documents	as per need	as per the need	yes	yes
New Job Description	if the job content has changed significantly	yes	yes	yes
Medical Examination	work interruption longer than 6 months; for employees in risk category 2 and higher - illness longer than 8 weeks	in case of a change in risk factors	in case of a change in risk factors	no, if the new employment is commended again within 3 months for the same job and conditions
Handing Over New Employee Checklist	recommended when returning from PL or leave longer than 2 years	no	no	yes
Adaptation Plan Preparation	recommended when returning from PL or leave longer than 2 years	recommended	yes	recommended, re-employment after 2 years
Adaptation Period Evaluation	no	recommended	yes	recommended
Faculty Welcome Email	yes-returning from ML/PL or leave longer than 2 years	no	yes	yes
Workplace Orientation for New Employees	recommended when returning from PL or leave longer than 2 years	yes	yes	recommended
General Workplace Safety Training (e-learning)	as per the need (email notification)	no	as per the need (email notification)	yes
Occupational Safety Training at the Workplace (onsite)	situational/ as per the need	yes	yes	yes
Faculty Internal Regulations, Research Ethics, Intellectual Property Training	situational/ as per the need	no	yes	situational/ as per the need

**Inactive states of employment are for this purpose: maternity leave (ML), parental leave (PL), long-term sickness, long-term unpaid leave*

Section 5
Concluding Provisions

- (1) Interpretation of this Directive and its updates are the responsibility of the Head of the HR Department.
- (2) Verification of compliance with this Directive is the responsibility of the Faculty Bursar.
- (3) The following annexes are an integral part of this Directive, in line with Section 3 (1). These annexes will be published on the Document Server of the Faculty of Science MU and updated as needed. The list of annexes:
 - No.1 - Onboarding Checklist for Receiving Workplace
 - No.2 - Checklist for New Employees
 - No.3 - Adaptation Plan
 - No.4 - Handbook for Employees
 - No.5 - Welcome Email
 - No.6 - Presentation-Workplace Orientation for New Employees
 - No.7 - Email-Employee´s Onboarding Experience
- (4) This Directive is effective from the day of its publishing and enters into force on April 1, 2022.

Brno, November 3, 2020

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Dean