

Introduction for new employees at the Faculty of Culture and Society (KS)

Who does what when a new person is hired at KS?

All new employees are entitled to the information and support they require in order to feel welcome, comfortable in their new role, and able to contribute to the organisation in the best possible way. Therefore it is important to ensure that we offer a good introduction to how things work and the day-to-day aspects of working at Malmö University.

In order for the following procedures to work, it's important that an employment contract is drawn up and signed well in advance of the first day of employment. Once there is an agreement the employee should be added to the Palasso staff administration system, which is required in order for IT and administration to be able to prepare for the arrival of the new employee. There are teachers who are hired on an hourly basis and who don't have an employment contract, but may still need a computer and a computer ID. These members of staff must be handled according to specific routines.

The immediate manager is responsible for

The manager plays a crucial role in making sure that new employees feel welcome and included at Malmö University. For most new employees a meeting with the manager is very valuable; it is an important personal meeting.

The following is to be planned and executed by the immediate manager before the first day of employment

- plan, and inform the new employee about his/her tasks before employment commences
- inform the other members of staff well in advance of the arrival of the new employee
- contact the new employee and ask about computer equipment required well in advance of the first day, and fill out this form www.mah.se/medarbetare/For-medarbetare-pa-KS/IT-support-pa-KS/Anstallningsformular-pa-KS/
- make sure that a signed (by the immediate manager) form (paper or online) about IT equipment is sent to the faculty's IT support well in advance of when the employment commences
- assign a workstation with a computer and telephone
- review the job description together with the new employee – are there any queries or discrepancies?

- appoint a contact person/mentor – a guide that can support employees new to the university: answer questions, give a tour, help with pedagogical support for teachers (It's learning), provide information about department practices, organisational structure and where to turn for administrative support with for example Kronox. A contact person/mentor is also important for social support.

The immediate manager is responsible for the following when the employment begins

- introduce the new employee to members of staff at the department in question, and also to the administrative staff at the faculty level (HR, finance, communication, archive, research coordinator and so on). Who can help you with what? (or contact person/mentor can handle this)
- inform the new employee about *Introduction for new employees* (Malmö University's introduction course, 2 days) www.mah.se/medarbetare/Personalfragor/Nyanstalld/
- make sure the new employee knows that he/she must enter information about themselves into the staff directory www.mah.se/medarbetare/telefoniservice/ (phone services will enter certain information, but not title, description and so on)
- provide information about Palasso, the system for reporting vacation, sick leave etc.
- provide information about where to find details about staff benefits (vacation days, eye glasses, occupational health etc.) www.mah.se/medarbetare/Personalfragor/Anstallning/
- provide information about work hour agreements, professional development, who is the payroll officer (Central Administration) and so on.
- provide information about the university's various computer courses in for example It's learning, Episerver, Outlook and encourage them to sign up www.mah.se/bit/personalkurser
- provide information about different information channels, such as all-staff email, Mah newsletter and the Culture and Society newsletter
- provide information about and invite to relevant meetings
- provide information about student rights and responsibilities (document), (or mentor/contact person can do this)
- provide information about the organisation and procedure of the department/division/faculty (or mentor/contact person can do this)
- inform new teachers with no prior teaching experience at the university level about teaching, responsibilities and so on (or mentor/contact person can do this)
- be responsible for informing mainly new teaching/research staff about research at the Faculty of Culture and Society and the research strategies at Malmö University. It can be a good idea to delegate this to the research coordinators at the faculty and departmental level.

The following is done continuously by the immediate manager

- continuous feedback from day one, in the form of for example short meetings. What are the employee's thoughts on the new job and what does the manager think? *Am I doing what is expected from me?*

Service and administration at KS (GAS) is responsible for

Service and administration (GAS) at the Faculty of Culture and Society is responsible for the majority of administrative and technical support for new employees. Therefore it is very important that hiring managers inform the relevant staff at GAS when a new employee is hired, well in advance of his/her first day. It is also important that the manager informs new employees about the support and services provided by GAS.

The different functions at GAS are responsible for the following:

IT/Infrastructure

- sets up workstation according to information from the immediate manager - IT/IS manager, janitor
- form for computer equipment, signed by immediate manager – Culture and Society IT support, along with immediate manager.
- Phone – janitor
- Post box – janitor
- Access card and keys – janitor
- rights to relevant files on share:N – Culture and Society IT support
- It's learning, tech support – Culture and Society IT support, (for pedagogical support for It's learning, see *Malmö University is responsible for*)

Human Resources

- send booklet "Guide for employees" to the new employee before his/her first day (HR assistant)
- help with Palasso, staff administration system (HR assistant)
- add employee to relevant staff email lists at Culture and Society and recipient list of Mah newsletter (HR assistant)
- help with business cards(HR assistant)

Administrative coordinator

- rights for Ladok and other administrative systems, information about the systems is provided by the department student administrator

Communication

- information about the personal researchers pages and support publishing information
- update booklet "Guide for Employees" in cooperation with HR

Malmö University is responsible for

- computer ID – Library and IT (Culture and Society IT-support provides trouble shooting)
- Malmö University's introduction days for new employees, offered twice a year.
- pedagogical course in It's learning, see www.mah.se/bit/personalkurser
- pedagogical support in It's learning, contact the system manager for It's learning
- computer courses, including Episerver, Outlook, Excel, PowerPoint
- Mah staff list – once an employment agreement is signed, the employee is automatically added to the Mah staff list. In other cases this must be done manually (contact Culture and Society IT support).