



Checklist - receiving new employees:

The checklist indicates the activities the new employee must go through. The 'responsible' makes sure to mark the column 'Done' with a X when the activity has been completed.

Employee	
Department	
Intro buddy	
Mentor, if applicable	
Department secretary* <i>*If the department does not have a secretary, another employee in the department is selected. The employee is responsible for the activities for which the department secretary is normally responsible.</i>	

The first day of work			
Activity	Description of activity	Responsibility	Done
Welcome and breakfast	Welcome to the new employee – everyone in the department has breakfast together.	The department	
Workstation	The intro buddy shows the new employee where they will be sitting and makes sure that the employee has access to their computer and telephone. The intro buddy introduces the employee to computer drives and GEUS' telephone book and helps them with their print settings (the first time they print something, a code is sent to them by mail, which is to be typed into the printer). The intro buddy prints a floor plan (Copenhagen/ Aarhus) for the employee.	Intro buddy	
The department	The new employee is introduced to the department (and if possible, the programme area).	Head of Department	
Tour of GEUS and presentation	The employee is shown around GEUS, and the various departments and relevant persons are introduced. This includes amongst others the Managing Director (contact the Management Secretariat to find a time in the Director's calendar), the Deputy Directors, the Head of Finance and Contracts, HR, the union representative , the health and safety representative , Press and Communication, and IT.	Department secretary/ Intro buddy	
GEUS access card, RFID tag (chip), and KU access card (if relevant parking)	The new employee is taken to Press and Communications to be photographed for their access card. Press and Communications forward the photo to the Porter's Office.	Department secretary/ Intro buddy	

permit)	A GEUS access card, KU access card and RFID tag (chip) are picked up at the Porter's Office when they are ready, and the porters will tell the employee how to use the 4-digit code for the RFID tag (chip). The KU access card is to be used in the canteen, the bicycle parking basement and the gate at the back of the building. If the new employee needs a parking permit, the department secretary/intro buddy will help. The application form for parking permits can be found under <i>Parking/Parkering</i> (Copenhagen/Aarhus) on the intranet.		
Introduction to GEUS' intranet and the page 'New employee at GEUS'	The intro buddy introduces the new employee to the intranet and the intranet page New employee at GEUS , and ensures that the employee receives the IT's welcome letter (in Danish).	Intro buddy	
The canteen	The intro buddy shows the new employee the canteen and has lunch with the new employee.	Intro buddy/The department	
Work area	The Head of Department introduces the new employee to their work tasks and goes through the plan for the first five days with them.	Head of Department	

The first week

Activity	Description of activity	Responsibility	Done
Employment conditions	On the intranet the employee is introduced to flexible hours , holidays , how to call in sick , skills development etc.	Intro buddy	
Introduction to mTIME	The department secretary introduces the new employee to mTIME and shows the employee, where the manual to mTIME can be found.	Department secretary	
GDPR, data security and emergency procedures	The intro buddy shows the new employee the intranet sites GDPR (in particular ' Guidelines for storage and deletion of personal data at GEUS ') and data security (including ' How to report security incidents '). The intro buddy ensures that the overall emergency procedures and any local safety procedures are reviewed with the department's health and safety representative .	Intro buddy/ Health and safety representative	
For international employees	Only for citizens from EU, Liechtenstein or Switzerland:		
*Special procedures required for international employees See: Veiledning til afdelingen ved ansættelse af internationale medarbejdere	The intro buddy helps with the EU residence document – see ' New to Denmark (nyidanmark.dk) ' and follows the new employee to Danish Agency for International Recruitment and Integration (SIRI).	Intro buddy	
	The intro buddy follows the new employee to a Citizen Service Centre or at an International Citizen service and apply for a CPR no. *Citizens from outside EU/EEA get a CPR no. when they obtain their work and resident permit.	Intro buddy	

For all international employees – after the employee has obtained a residence document/work and resident permit and CPR no..			
	The intro buddy helps the new employee to get MitID	Intro buddy	
	The intro buddy helps the new employee to complete the form 04.063 – Get a tax card as a non-Danish employee .	Intro buddy	
	The intro buddy helps the new employee to open a bank account/Nemkonto.	Intro buddy	
	The intro buddy helps the new employee to access the e-boks.	Intro buddy	
	The intro buddy introduces the new employee to the Danish infrastructure and the website ' lifeindenmark.dk - the official guide (borger.dk) '.	Intro buddy	
The first month			
Activity	Description of activity	Responsibility	Done
Work programme and current projects	The new employee is introduced to the work programme and current projects in the department.	Head of Department/ Intro buddy/ Mentor	
Introduction to GEUS	The Head of Department ensures that the new employee gets an in-depth knowledge of GEUS' vision, mission and strategy (for example, show the intranet page ' Goals and strategies '). In addition, the employee is introduced to the organisation's values and management foundation . The employee is also introduced to GEUS' other departments and programme areas.	Head of Department	
GEUS' policies and guidelines	The intro buddy introduces the new employee to the intranet site ' Policies and guidelines ', including GEUS' personnel policy, equality policy and the guidelines against bullying on the intranet.	Intro buddy	
Introduction to WorkZone	The department secretary introduces the new employee to WorkZone and shows the employee the guidelines for journalising on the intranet.	Department secretary	
Code VII and code of conduct in the public sector	The intro buddy shows the new employee, where to find information about Code VII and the code of conduct in the public sector on the intranet.	Intro buddy	
Campus	The department secretary introduces the new employee to Campus and ensures that the employee is registered for the required courses (and possibly the recommended courses) in Campus, which the employee must take within <i>the first two months</i> of the employment.	Department secretary	
Clubs, committees and societies	The new employee is informed about the various clubs, committees and societies at GEUS, including PEGASUS, GE9US and Epicentre.	Intro buddy	

	The employee is also informed about GEUS' health services , including professional assistance for the adjustment of the desk etc.		
After the first month			
Activity	Description of activity	Responsibility	Done
Probationary interview	<p>Within the first 2 months of the employment, a probationary interview is held where expectations are set. The Head of the department follows up whether the employee has taken the required courses in Campus.</p> <p>The Head of Department will receive a 'template for probation review' from HR.</p>	Head of Department	
Introduction day	0-6 months after starting their employment, HR invites the new employee to an introduction day.	HR/The employee	