



EECS Contact person

Checklist for introduction of new employees

Name of employee:
Name of contact person:
Starting date:

To do	Status/notes
As soon as possible after confirmed arrival date	
Check with closest manager/supervisor that the division is informed about the new employee's arrival (division meeting, via e-mail or on a notice board)	
Arrival day	
Greet the new employee on the first if the recruiting manager/supervisor is unavailable.	
Show the new employee around the division: <ul style="list-style-type: none"> - Introduce colleagues - Show meeting rooms/lunch room, post box (as well as the routines for internal/external mail), copy machine and other equipment, office supplies and toilets. - Show where the fire extinguishers, defibrillators and fire exits are located. 	
Show the new employee to KTH Entré / Service Center where they can collect access card, KTH ID account and keys.	
Introduce the new employee to the division's HR contact.	
Remind the new employee to follow "The to do list for new employees" on the intranet (a link has been sent by HR to the new employee via e-mail).	

<p><u>Foreign employees:</u> Remind the new employee that they need to visit The Tax Office (Skatteverket) and apply for a personal ID number as soon as possible after arrival (only applicable for persons staying in Sweden for at least a year). Information about this has been sent to the employee by HR.</p>	
<p>After the arrival day</p>	
<p>Schedule a meeting between the new employee and The Head of Division.</p>	
<p>Show the new employee around the school and on campus.</p>	
<p>Take the new employee for lunch, coffee breaks etc.</p>	
<p>If needed, help and support the new employee or forward them to the right contact person within the KTH organization.</p>	