Checklist inviting and taking care of new co-workers
(Postdoctoral fellows, guest researchers, Ph.D. students and exchange Ph.D. students)

5-6 months before the arrival **Supervisor**
- [ ] If inviting graduate or postgraduate fellows discuss the Head of Department 5-6 months before planned arrival (see note 1 below).

2-4 weeks before the arrival **Supervisor**
- [ ] Assign the final placement (lab/fume hood+ office/desk) make sure they have been cleaned.
- [ ] Assign a computer or order a new one
- [ ] Assign project
- [ ] Assign co-supervisor and appoint a manager of arrival
- [ ] Send the filled form "Registration of (post)graduates at DOC" to prefekt@organ.su.se and admin@organ.su.se

The day of the arrival  **Supervisor or Manager on arrival**
- [ ] Introduce the group.
- [ ] Take the person to the administration for email address/SUKAT, access-card and a printout with general info and the general safety framework.
- [ ] Show fume hood, desk & introduce to lab contact.
- [ ] Show the website; go through internal info.
- [ ] Info on group meetings, week plans and monthly reports.
- [ ] Info about how to use a lab book and where to find it.
- [ ] Present the project.
- [ ] Inform about research activities at the department, e.g. next coming SDM and that the new comer there will be officially welcomed.
The day of the arrival  Co-supervisor & Lab contact

- Take the person to Ola for computer account.
- Introduce the person to people at the department.
- Show the department, kitchen routines, SU store, library & Magnéli hall.
- Show the campus and pick up the entrance card.
- Show the lab & lab routines (lab contact).
- Go through lab safety, emergency exits & fire extinguishers (lab contact).
- Talk to Kristina about NMR introduction including safety check.

The group

- Make the person feel welcome!

Note 1: 5-6 months before planned arrival

Discuss the Head of Department the planned financement of the stay and scheduled placement (lab + office) of the new fellow. In case of postdoctoral fellows, the financement possibilities are employment or stipend. In case of stipend both the rules of SU and the funding agency have to be complied. The employment has to be announced in ReachMee (the shortest deadline is 10 days), the stipends have to be announced at the DOC’s website. In case of Ph.D. students, the supervisor/advisor candidate will have a discussion with the Head of Department about the financement for the first 30 months of the Ph.D. studies. If the financement is secured the supervisor/advisor candidate need to contact with the Director of Ph.D. studies to proceed with the announcement of the research area of the Ph.D. studies and further procedures for recruitment of Ph.D. students.