

| No. | Timing  | Description of activity   | Communication format      | Person responsible                      | Done |
|-----|---|---|---------------------------|---|------|
| 1   | INITIAL PHASE   | Job offer   | e-mail                    | HR generalist                           |      |
| 2   |   | Information regarding confirmed start of work                                     | e-mail                    | HR generalist                           |      |
| 3   |   | Checklist - sending it to relevant persons  | e-mail                    | HR generalist                           |      |
| 4   |   | Room number, phone extension no.  | e-mail                    | HR generalist                           |      |
| 5   |   | Welcome package   | tisk                      | HR generalist                           |      |
| 6   | INTRODUCTION PHASE  | Introductory meeting (pick up at reception)                                       | personal meeting          | HR generalist                           |      |
| 7   |   | Welcome mail  | e-mail                    | HR generalist                           |      |
| 8   |   | Informative mail to FLU+  | e-mail                    | HR generalist                           |      |
| 9   |   | Practical meeting   | personal meeting          | HR generalist                           |      |
| 10  | INITIAL PHASE   | Proposal sheet  | e-mail                    | Personnel assistant                     |      |
| 11  |   | Personal questionnaire  | e-mail                    | Personnel assistant                     |      |
| 12  |   | Legal documentation relevant to work (employment contract, salary agreement etc.) | printed; personal meeting | Personnel assistant                     |      |
| 13  |   | Entry medical check-up  | e-mail; personal meeting  | Personnel assistant                     |      |
| 14  |   | VERSO   | printed; personal meeting | Personnel assistant                     |      |
| 15  |   | Employee card   | printed; personal meeting | Personnel assistant                     |      |
| 16  |   | Health, safety and fire safety training   | printed; personal meeting | Personnel assistant                     |      |
| 24  |   | Statement of payer of tax from the income of physical persons                     | personal meeting          | Salary accountant / Personnel assistant |      |
| 18  |   | Creation of e-mail address  | e-mail                    | IT staff                                |      |
| 19  |   | IT settings, access to relevant systems, etc.                                     | e-mail; personal meeting  | IT staff                                |      |
| 17  | Contact information to website of the Institute of Philosophy | e-mail  | PR specialist             |   |      |
| 20  | INITIAL PHASE   | Specification of requested IT equipment and its approval (PC/NT)                  | e-mail; printed           | Department assistant <sup>4</sup>       |      |
| 21  |   | Preparation of the work station   | e-mail                    | Department assistant                    |      |
| 22  |   | Other office equipment - requests   | e-mail                    | Department assistant                    |      |
| 23  |   | Ordering IT equipment   | e-mail                    | Economic administration assistant       |      |
| 25  | INTRODUCTION PHASE  | Initial/introductory meeting  | personal meeting          | Head of the department                  |      |
| 26  |   | Evaluation meeting (before the end of the trial period)                           | personal meeting          | Head of the department / HR manager     |      |
| 27  |   | Annual evaluation meeting (before the end of the labour contract)                 | personal meeting          | Head of the department <sup>5</sup>     |      |
| 28  |   | Info day  | personal meeting          | HR manager                              |      |

<sup>4</sup> In case the department does not have an assistant, this is done by the HR generalist.

<sup>5</sup> This refers to the head of the new employee's department; given the content of the meeting, it is possible to invite a member of the HR team.