



THE ONBOARDING PACKAGE

for new foreign employees of the Institute of Philosophy

The aim of this document is to introduce both the newly arriving colleagues and their superiors to the pre-prepared materials and activities intended to facilitate the new foreign employees' orientation at workplace, help their onboarding, and aid their integration into the institute and the team of their closest collaborators.

The onboarding package includes:

- A) Materials and information handed over on arrival;
- B) Activities undertaken on the day of starting in the new position;
- C) Subsequent activities belonging to the process of adaptation during the trial period, eventually also after its end.

A) MATERIALS AND INFORMATION HANDED OVER UPON ARRIVAL

1. **Manual for foreign employees** – a document that includes basic information about work processes, customs, and rules of functioning of the Institute of Philosophy is here: [Foreign Researcher's Guide](#). The document is sent by HR department staff to the new colleague in the form of an e-mail; during the initial meeting, the HR consultant gives it to the new foreign employee in the printed form.
2. **A welcome set** includes: a folder with the institute logo, a little A6 format info leaflet of the institute, a welcome card signed by the director, document [Foreign Researcher's Guide](#), a pen, notebook, plan of the institute, plan of institute's organisational structure, and a printout of the Code of Practice. This is handed over by the HR consultant during the initial meeting.
3. **The welcome mail** – is sent by the HR consultant to the new foreign employee on the day of start in their new position. It includes the official welcome to the Institute of Philosophy and web links to important documents in the electronic form (organisation rules of the institute, code of practice, internal salary directive, labour unions and the collective agreement, Code of Ethics of the CAS, Code of Ethics of the Institute of Philosophy, contacts for ASEP processors,¹ etc.).
4. **Information mail to the FLÚ+** – HR consultant sends, on the day of arrival of the new colleague, in case of positions within the institute, a brief informative mail which includes: the name of the new foreign employee, membership in a department or team, and a brief description of their work agenda. This does not pertain to temporary project positions.

¹ For research staff.



B) ACTIVITIES UNDERTAKEN ON THE DAY OF STARTING IN THE NEW POSITION

5. **Introductory meeting with HR consultant** – takes place during the first day in the new job (or the first possible day depending on the physical presence of the new foreign employee at the Institute of Philosophy); it can also take place in an online format.

Meeting content:

- Familiarisation with the Foreign Researcher's Guide and other internal regulations (e.g. the code of practice, internal salary regulations of the institute, collective agreement, the labour union);
 - Introduction to key administrative staff (the secretariat, salary accountant, grant department, reception, filing office, financial office);
 - Being shown around the building, including the kitchen, toilets, and the meeting room (Jilská street 1);
 - Handover to the direct superior or person authorised by him/her, who will take care of the new colleague for the rest of the day.
6. **Meeting with the direct superior**² – takes place during the new colleague's first day on the job. This meeting is dedicated to taking the new foreign employee to his/her workstation, introduction to the closest co-workers, and discussion of what takes place in the following days and weeks.

C) RELATED ACTIVITIES OF THE ADAPTATION PROCESS DURING THE TRIAL PERIOD (AND AFTER IT)

7. **A practical meeting with a HR consultant after the first month on the job** – this is an opportunity to fill in any missing information, give feedback regarding what functions and what does not, and create space for ascertaining the new colleague's formal and informal adaptation and successful integration into the institution of the Institute of Philosophy.
8. **An evaluation meeting with the new foreign employee's superior 2–3 weeks before the end of the trial period** – this is dedicated to evaluation of work adaptation (verification of successful meeting of work tasks and good orientation in work processes). The goal of the meeting is to ascertain that both parties wish for the employment contract to continue, eventually offer individual training, renegotiate salary, etc. This meeting is also attended by the HR manager.
9. **Info day of the Institute of Philosophy** – the goal of this meeting is to form space for sharing organisational information with the new colleague, especially information from the service departments (e.g. the editing and grant department). This meeting is intended primarily for scientific staff of the institute. It will be organised once a year, ideally during the 1Q.

² Eventually another person authorised by the superior.



10. **Annual evaluation meeting with the new foreign employee's superior, 2.5 months before the end of fixed-term contract for one year** –personnel department staff invites the superior of the new foreign employee via an official message to organise a meeting with the subordinate. The aim of this meeting is to evaluate mutual satisfaction with the year-long collaboration. This can lead to submission of a proposal to the management of the Institute of Philosophy (via the personnel department) to extend the employment contract for a further period, eventually change it to an indefinite-period contract.³

³ Due to the nature of this meeting, it is possible to invite a representative of the HR team to join in.