# Onboarding guide for immediate supervisors

## What is it about?

## After a sometimes complex selection process, it is important to ensure that new employees are able to work as quickly as possible and settle into the team. We therefore define systematic onboarding as a bundle of measures that are implemented in a coordinated manner in terms of time, location and content with clear responsibilities and that are intended to contribute to an efficient organizational and a sustainable emotional arrival

## How is it done?

**Onboarding requires teamwork**

In addition to immediate supervisors (managers), job mentors, IT contacts and admins are key players who can help employees get started.

Of course, new employees are also invited to get actively involved.Führungskräfte haben die Aufgaben den Gesamtprozess zu steuern dazu gehört unter anderem Folgendes:

* inform the team
* to nominate a suitable job pat\_in,
* to secure the necessary resources and
* to clarify the legal framework

Of course, they do not do these tasks alone, but delegate the individual tasks to the responsible colleagues.

The exact individual steps are listed in the checklist: [Onboarding | TU Wien](https://www.tuwien.at/tu-wien/organisation/zentrale-bereiche/personalentwicklung/onboarding)

## What do I have to pay special attention to?

- When selecting the Job Pat\_in (Job mentor), make sure that it results in meaningful matching.

- Even if you are not responsible for the individual task, ask about progress.

- Take the opportunity to get feedback from new employees, they still have a valuable outside perspective in many ways.

- Conclude the onboarding with an official meeting.

## Where can I find information and support?

You can find more information on:

<https://www.tuwien.at/tu-wien/organisation/zentrale-bereiche/personalentwicklung/onboarding>

We will be happy to advise you on this topic as well:

Please contact us if necessary!

## Contact

##### Mrs. Bettina Zenz

Telephone: [+43 1 58801 410863](tel:+43158801410863)

Resselgasse 5, rechte Stiege, 1. Stock