# Onboarding Guide for Job Pat\_Innen (Job Mentors)

## What is it about?

After a 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 understand systematic onboarding as a bundle of measures that are implemented in a coordinated manner in terms of time, place and content with clear responsibilities and are intended to contribute to an efficient organizational and sustainable emotional arrival.

## How is it done?

**Onboarding requires teamwork**

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

New employees themselves are also invited to play an active role here.

As part of the systematic onboarding process, job mentors have a central role in facilitating access for new employees and actively integrating them into the team. Job mentors help with orientation, clarify issues, explain internal regulations and provide an insight into the existing team culture. Job mentors actively approach colleagues and make themselves available as persons of trust. They also help to establish a relationship with the team.

Job mentors are nominated by the UV (immediate supervisor) for the respective assignment, similar tasks or a comparable personal background facilitate this task. In addition to a good overview, they should also enjoy approaching people and not be afraid to ask about their emotional state. The exact design of these tasks is left up to the godmother and the new employee, the period of time is measured with 4 weeks, but you can also be available afterwards as a contact person.

The exact individual steps are listed in the checklist: https://www.tuwien.at/tu-wien/organisation/zentrale-bereiche/personalentwicklung/onboarding

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

* Take your time for this task
* Coordinate with other parties involved (UV, admin, IT contact person)
* As a job sponsor, make sure that you give a good dose of information.
* Approach the new colleagues and invite them to ask questions
* In particular, pass on informal knowledge
* Take the new colleague to events and introduce them to the company
* Conclude the onboarding process with an official meeting and get feedback from them

## Which contents are to be discussed?

## Department/ Institute internal Know How

For the following chapters, support from the job mentor is particularly valuable, so the following topics should definitely be discussed

* Introduction/getting to know colleagues/supervisors
* Communicating internal rules regarding communication (telephony, video conferencing), absences (such as illness, vacation, time recording, SAP services, etc.)
* Access to information platforms and data storage (portal, TISS, SAP, Colab, TU Files...)
* Support/demand in IT issues besides IT responsible person
* Special customs and manners (joint activities, joint lunches, birthdays etc....)

 Getting to know the un/immediate working environment (organization chart) of the immediate infrastructure

## TU- wide Know How

The TU is a very large organization and Job Pat\_innen also make an important contribution here when it comes to a good orientation. Please touch upon the following topics with the support of the information on the TU website

* + Absence (#Vacation #Sick leave)
	+ Access #House rules TU
	+ Accident report #Sick leave #Occupational health service
	+ Address book (TISS)
	+ Appointment management
	+ Business trip #Working time and records
	+ Childcare at the TU WIen
	+ Clubs
	+ Commuter allowance
	+ Compensatory time off #Vacation
	+ Continuing education courses
	+ Contract
	+ Corporate Design​
	+ Data protection #Security service (personal and property protection)
	+ Deaneries
	+ Entry regulation into the TU building
	+ Events e.g. sports #personal development program
	+ Exempt amount notice
	+ Faculties
	+ Family bonus (single-earner/single-parent deduction)
	+ Fire safety regulations
	+ Fringe benefits
	+ Fringe Benefits #Perks
	+ Funding opportunities
	+ GetTUgether
	+ Gift acceptance
	+ Health #occupational medicine
	+ Home Office
	+ House Rules TU #Access
	+ Infection or radiation risk allowance
	+ Intranet/Internet​
	+ Invoices
	+ IT​
	+ Laboratory regulations (workshop regulations)
	+ Library and book lending (#TU-Card)
	+ Newsletter
	+ Occupational health service (#sick leave #accident reporting)
	+ Organigramme
	+ Outlook-Mail and Calendar
	+ Partnership behavior and anti-discrimination in the workplace
	+ Pay slip #Salary confirmation and settlement #Wage slip L16
	+ Pay slip L16 #final pay slip #salary confirmation and settlement #pay slip L16
	+ Pension fund
	+ Personal belongings (security)
	+ Postal serviceRäumlichkeiten und Buchung
	+ Rectorat
	+ Regulations of the TU Wien
	+ Reportable events
	+ Salary confirmation and payroll #final pay slip #pay slip L16.
	+ SAP- Services
	+ Security service (personal and property protection) #Data protection
	+ Sick leave
	+ Single-earner/single-parent deduction (#family bonus)
	+ Single-Sign-On
	+ Smoking
	+ Software purchase
	+ Staff development program #Training (DSGVO) #Events
	+ Student Union
	+ Ticket system
	+ TISS
	+ Trainings (DSGVO) #Personnel development program
	+ TU Password
	+ TU-Card # Library and book lending (#TU-Card)
	+ TU Maps
	+ TUPhone
	+ TUWEL
	+ UpTUdate
	+ Vacation #Sick leave #Absence
	+ Working Group for Equal Treatment Issues
	+ Working time and records
	+ Works council and agreements
	+ Workshop regulations (laboratory regulations)

You are welcome to take the Welcome TU Quiz with your protégé at the end of the onboarding. There is a small prize for correct answers.

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

## 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:

If necessary. please don’t hesitate to contact:

* 1. **Contact**

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