# Onboarding Guide for New Employees

## Got the job- but now what?

Welcome to the TU Wien. After this successful application process, it is important to us that you settle in well with the team and you have everything for working as soon as possible. This is what TU Wien wants to achieve with sustainable onboarding.

## Who can help me with that?

**Onboarding requires Teamwork**

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

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 confidants. They also help to establish a relationship with the team/work environment.

Of course, new employees are also invited to become actively involved, and all questions are welcome.

The exact arrangement of these tasks is left up to the godmother and the new employee, the period of time is measured with 4 weeks, but they can also be available afterwards as a contact person.

The exact individual steps are listed in the checklist: <https://www.tuwien.at/en/tu-wien/organisation/central-divisions/hr-development/onboarding>

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

* Take your time to arrive
* Ask questions
* Share experiences from previous jobs
* Conclude onboarding with a formal conversation and get each other's feedback

## Which contents should be discussed?

## Department/Institute Know How

In the following chapters, support from the job mentor is particularly valuable, so the following topics should definitely be discussed; the new employee is also welcome to address them themselves

* Getting to know the immediate working environment (organizational chart) of the immediate infra-structure
* Introduction/acquaintance with colleagues/superiors
* Communicating internal rules regarding communication (telephony, videoconferencing), absences (such as illness, vacation, time recording, SAP services, etc.)
* Access to information platforms and data storage (TU 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....)
* Relevant trainings/instructions

## TU- wide Know How

TU is a very large organisation and here, too, Job Pat\_innen make an important contribution when it comes to a good orientation. Jon Mentors are invited to touch on the following topics with the support of the information on 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 Vienna
	+ 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 Vienna
	+ 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)
	+ TUPhone
	+ TUWEL
	+ TU Maps
	+ UpTUdate
	+ Vacation #Sick leave #Absence
	+ Working Group for Equal Treatment Issues
	+ Working time and records
	+ Works council and agreements
	+ Workshop regulations (laboratory regulations)

At the end of the onboarding, you are welcome to take the TU Welcome Quiz with your job mentor. 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:

## Contact

Mrs. Bettina Zenz

Telephone: +43 1 58801 410863

Resselgasse 5, rechte Stiege, 1. Stock