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| Name of staff member: | Start date: | | |
| Name of supervisor: | Index No.: | | |
| **BEFORE ARRIVAL** | | **FOCAL POINT** | **ACTION COMPLETED** |
| ☐ Send out communication to all the office on impending arrival of the newcomer.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Connect the newcomer with the Human Resources (HR) focal point.\* | | Head of Office. | *Please write initials upon completion* |
| ☐ Set up / update the newcomer’s UNDP email account.\* | | IT focal point. | *Please write initials upon completion* |
| ☐ Inform the team, the relevant staff and the HR focal point of the date of arrival in the office of the newcomer.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Inform the security, and reception of the date of arrival in the office (and to the country if necessary) of the newcomer.\* | | HR focal point or Operations focal point  (as established by the CO). | *Please write initials upon completion* |
| ☐ Send a Welcome email to the newcomer:\*   * Explaining:   + Where to go and at what time;   + Who to contact upon arrival on day 1;   + Detailed agenda of what day 1 and 2 will consist of;   + List of anything the new/reassigned staff member might need to bring along on day 1. * Providing:   + Access to the Introduction site **YOU**NDP. * Inquiring:   + About whether she or he has any special need. | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Set up / update the following for the newcomer, ensuring that any special need he or she may have is accommodated:\*   * Office space * Furniture * Information Technology (IT) equipment * Phone * Supplies * Name plate * Business cards (if applicable) * Access to systems (Atlas, Learning Management System [LMS], etc.) * Access to network/shared drives * Organigramme * Contact list / Telephone directory / Email groups | | Operations focal point. | *Please write initials upon completion* |
| ☐ Identify a “buddy” or “peer colleague” for the newcomer. | | Manager or delegated staff. | *Please write initials upon completion* |
| After day 1, the newcomer should be familiarized with the team, the office space, and basic HR requirements. | | | |
| **DAY 1** | | **FOCAL POINT** | **ACTION COMPLETED** |
| ☐ Greet the newcomer upon his/her arrival to the office on day 1 and hand him/her a printout of the Introduction checklist.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Bring newcomer to his/her office so he/she may leave the coat, purse, etc. | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Send an email to the office introducing the newcomer.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Meet with the HR focal point:\*   * Sign Letter of Appointment (if local staff member); * Receive ID and access card(s); * Inform of working hours. | | HR focal point. | *Please write initials upon completion* |
| ☐ Meet with the UN Department of Safety and Security (UNDSS) focal point for a security briefing:\*   * Premises operations and security guidelines; * Evacuation plan. | | UNDSS focal point. | *Please write initials upon completion* |
| ☐ Round of introductions in the office.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Tour of the office: office space, copiers/printers/fax machine, bulletin board, restrooms, kitchen/refreshment area, parking, emergency exits, etc.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Lunch | | Manager or delegated staff, buddy or peer colleague. | *Please write initials upon completion* |
| ☐ Bring newcomer to his/her desk:\*   * The desk should be ready and set with furniture, a computer, phone, supplies, etc.; * The newcomer’s email account and systems access (Atlas, LMS, etc.) should be ready; * The telephone directory should be updated with the newcomer. * An Introduction package should be made available, including: * Job Description * Handover Notes * Organigramme * Staff / Phone directory * Integrated Work Plan * UN Development Assistance Framework (UNDAF), Country Programme and all relevant programming documents, if applicable * Office brochures, if applicable/available * Ethics brochures * Office of Audits and Investigations (OAI) brochure | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Share feedback on day 1, if any, through the YOUNDP site. | | Staff Member | *Please write initials upon completion* |
| After week 1, the newcomer should be familiarized with his/her post-related requirements, expectations, and learning; basic HR rules and regulations; and the living conditions in the duty station. | | | |
| **REMAINDER OF WEEK 1** | | **FOCAL POINT** | **ACTION COMPLETED** |
| ☐ HR Brief (items selected as applicable):\*   * Salary (incl. pay day and pay slip explanation) * Benefits and Entitlements * Laissez-passer * Relocation payments * Pension * Medical scheme * Life insurance * Overtime and Compensatory Time Off * Leave types * e-Services * Flexible Working Arrangements * Results and Competency Assessment (RCA) * Staff Association and membership * Privileges & Immunities * Introduction to the Office of Human Resources (OHR) Intranet section, for additional information on:   + Staff Well-Being;   + Dual Career and Staff Mobility;   + HR Programme and Operations Policies and Procedures (POPP) Quick Links;   + Etc. | | HR focal point. | *Please write initials upon completion* |
| ☐ Learning brief:\*   * LMS * Mandatory online courses and workshops:   Online courses:   * + Basic Security in the Field   + Advanced Security in the Field   + UN Prevention of Harassment   + Gender Journey   + Ethics Training   + Legal Framework   Workshops:   * UN Cares orientation sessions * Protection from Sexual Exploitation and Abuse (PSEA) * Welcome to UNDP online course – highly recommended * Atlas OnDemand, if applicable | | Learning Manager. | *Please write initials upon completion* |
| ☐ Meet with manager:\*   * Overview of the office; * Discuss expectations; * Provide a programme overview that describes how the office/section is organized, team member roles, calendar, and milestones. Identify essential reading material; * Host country issues in the programme’s context; * Begin orientation to job responsibilities, using job description (JD)/Terms of Reference (TOR) (signature of JD/TORs if appropriate); * Information on regular meetings, standing committees and membership; * Discuss performance standards and performance assessment tool; * Review any training necessary to perform job responsibilities and begin to schedule a learning plan if applicable – this schedule will be re-visited after the first month; * Discuss the internal and external stakeholders the newcomer should be introduced to; * Time reporting (if applicable). | | Manager. | *Please write initials upon completion* |
| ☐ Handover meeting (if former incumbent still on site). | | Former incumbent. | *Please write initials upon completion* |
| ☐ Receive an overview of the tools to be used on the job:\*   * Atlas; * POPP; * Etc. | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Receive an overview on the use of official vehicles:\*   * . | | General Services focal point. | *Please write initials upon completion* |
| ☐ Meet with buddy or peer colleague:   * Use of copier/printer, fax machine, telephone. * Stationary provision; * Informal culture (norms, expectations, navigation, etc.) of the office / UNDP; * Settling-in issues for newcomer and family:   + Housing;   + Car;   + Doctors/hospitals;   + Grocery shopping;   + Schools;   + Etc.; * Provide “Living Conditions” document (if available). | | Buddy or peer colleague | *Please write initials upon completion* |
| ☐ Share feedback on week 1, if any, through the YOUNDP site. | | Staff Member | *Please write initials upon completion* |
| After month 1, the newcomer should be familiarized with his/her post-related: network, fit in the organization, procedures and work dynamics; UNDP’s internal procedures in the Country Office. | | | |
| **REMAINDER OF MONTH 1** | | **FOCAL POINT** | **ACTION COMPLETED** |
| ☐ Meet with manager:\*   * Input of key results in the RCA; * Finalization of the learning plan. | | Manager. | *Please write initials upon completion* |
| ☐ Meet with internal and external stakeholders.\* | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Meet with Unit heads for a briefing on their Unit’s TORs.\* | | Unit heads or delegated staff. | *Please write initials upon completion* |
| ☐ Meet with Procurement focal point for a briefing on procurement procedures.\* | | Procurement focal point. | *Please write initials upon completion* |
| ☐ Meet with Finance focal point for a briefing on finance procedures.\* | | Finance focal point. | *Please write initials upon completion* |
| ☐ Meet with Information and Communication Technologies (ICT) focal point for a briefing on ICT systems.\* | | ICT focal point. | *Please write initials upon completion* |
| ☐ Meet with Travel focal point (if the position requires traveling) for a briefing on travel procedures.\* | | Travel focal point. | *Please write initials upon completion* |
| ☐ Field visit for the staff member to familiarize with the work of UNDP in the field (if applicable). | | Manager or delegated staff. | *Please write initials upon completion* |
| ☐ Share feedback on month 1, if any, through the YOUNDP site. | | Staff Member | *Please write initials upon completion* |