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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* |