



RUBRIK
Checklista ny personal Tillämpad Fysik
Fastställd av
Peter Unsbo
Skapad av
Thomas Frisk
Dokumentansvarig
HR Tillämpad Fysik

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CHECKLIST NEW STAFF

1 Purpose (Ändamål)

The purpose with this document is to make sure that new staff at the Applied Physics Department (APhys) gets all necessary information about the department. It also fulfills the task of quick guide and checklist for persons engaging new staff. (Swedish: Syftet med checklistan är att säkerställa att ny personal vid Tillämpad Fysik får god kännedom om institutionen. Vidare utgör den en lathund samt checklista för ansvarig chef som engagerar ny personal.)

2 Extent and limitations (Omfattning och avgränsning)

This document concerns all new staff at Applied Physics working in APhys premises. It is limited to workplaces in AlbaNova, SciLife Lab and Electrum Lab. (Swedish: Checklistan omfattar all personal som kommer till Tillämpad Fysik och som arbetar i Tillämpad Fysiks lokaler. Den begränsas till AlbaNova, SciLife Lab och Electrumlaboratoriet.)

3 Roles and responsibilities (Roller och ansvar)

Head of section is responsible so that new staff is given a proper introduction.

	AlbaNova	SciLife Lab	Kista
HR administrator	Sara Tiste	Sara Tiste	?
Head of department	Peter Unsbo	Peter Unsbo	Peter Unsbo
Vice head of department			
Head of administration	Anders Jansen	Anders Jansen	Anders Jansen
Head of section	Professor or group leader		
APhys administrator	?	?	?
APhys technical	Thomas Frisk		
Infrastructure responsible	Karin Blom	Karin Blom	
Key/card (nyckel/kort)	receptionen@albanova.se	Irène Anderson	
Site service (lokalservice)	help@albanova.se	Irène Anderson	
Fire safety responsible (brandskyddsansvarig)	Erik Edstam	Erik Edstam	
Lab responsible	Head of section	Head of section	
Work place safety officer (skyddsombud)	Thomas Frisk	-	
Environment responsible (miljöombud)	?	?	?
IT-support	Anders Liljeborg	IT-supporten	

		Gamma 5	
Director of graduate studies	Katia Gallo	Katia Gallo	
Director of undergraduate studies	Martin V/Wiklund	Martin V/Wiklund	

4 How to, when, who and what (Hur, när, vem och vad)

Before the first day of employment

Group leader or supervisor

- Prepare the workplace
 - Office space
 - Telephone/cell phone (if a new one is needed at AlbaNova - contact head of administration)
 - Telephone number (if a new one is needed at AlbaNova - contact head of administration)
 - Computer
- Order room key, access card and post box from AlbaNova/SciLife Lab site services - form submitted to site services.
- Send out an email to the section (cc: APhys admin and HR) about the person's date of arrival.
- If needed prepare application for doctoral studies.
- If needed, arrange specific equipment, such as personal dosimeter.

HR administrator for Applied Physics

- Via email information about Skatteverket/Migrationsverket (residence permit etc.)/KTH Relocation Service.
- Prepare employment contract.

HR administrator for Applied Physics

- Nameplate outside the door.

When the employee arrives

Head of section

- Attestation permissions (behörighet) set in Agresso and KTH-RES. Permission must be notified by immediate supervisor with email to Akvariet (akvariet@kth.se) - Enter full name, date of birth and KTH-email address of the employee.
- Wisum usage levels, email to infrastructure responsible with "behörighet"
- Inform about safety routines and proper conduct - use document Lab Safety with appendix depending on which lab/labs will be used. Signed form must be returned to APhys Admin promptly.
- KTH email account is automatically created when new person is added to either Ladok or HR+
Login credentials must be fetched in person at IT-support KTH.
Note: if person will not be entered into neither Ladok nor HR+, an email from the supervisor has to be sent to the IT-support@kth.se with name and personal id number in order for a computer account to be created.
- SciLife email account is created if checkbox is filled in application form to site services SciLife Lab. Login credentials has to be fetched in person at site services SciLife Lab (Gamma 5)

HR administrator for Applied Physics

- HR introduction: employment, benefits, systems, digital introduction (according to “Checklista för arbetsplatsintroduktion för nyanställda KTH.doc” to be found on KTH web)

APhys administrator

- Add the employee to the section email list.
- Add the employee to the section staff list (excel sheet @ APhys admin) and
- Add the employee on web staff/contact pages.
- Inform about office supplies, fax, copying, coffee room, refrigerator, fruit basket, message boards, fire equipment, heart starter, emergency collection point (AlbaNova: south of the main entrance, SciLife: outside of main entrance).
- Inform about credit card (use, terms, application etc.)
- Inform about photography for the access card and where to go to pick it up and have it entered in the AlbaNova/SciLife/Electrum card systems.
- Inform about the organization of the department.
- Introduction tour AlbaNova/the department:
Head of department, Deputy Head of the department, Director of Undergraduate and Graduate studies, Research groups and Administration group
- Conference rooms, whereabouts, booking system
- Front desk
- KTH mail routines (mail boxes, sending and receiving mail package etc)
- Libraries, AlbaNova and KTH
- Toilets, rest rooms, AlbaNova Gym and showers
- Restaurant
- Workshop at AlbaNova
- Freight department (Godsmottagningen)
- Car park (address, parking permit)
- Help out in ordering business card
- Help out in adding material to profile page on web.
- ICE - collect form and store

Head of Department

- Go through the JML-document (with the School of Engineering Sciences' basic values).
Signed paper to HR

Fire safety responsible (brandskyddsansvarig)

- Inform about fire exits
- Inform about fire extinguishers
- Inform about fire alarm buttons, automatic doors and sprinklers etc

Lab responsible/laboratory engineer (labbingenjör/forskningsingenjör/labansvarig)

- Inform about chemicals safety routines (SDS-sheets, KLARA, storage, waste, disposal)
- Collect the signed form regarding safety routines and proper conduct (store in binder in Admin room)

Work place safety officer (skyddsombud)

- Inform about work environment and work place safety
- Inform about who is main work place safety officer (huvudskyddsombud)

Environment responsible (miljöombud eller ngn i miljögruppen)

- Inform about the mandatory environment course on the web
- Check course results
- Inform about the ISO 14001 environment control system
- Inform about the routines and their whereabouts

5 Attachments (Bilagor)

n/a

6 Change log (Ändringar)

Fastställd version	Document date	Changes	Name
3.5	2017-06-15	Uppdaterat listan på sidan 1	Thomas Frisk
3.4	2016-01-27	Uppdaterat filformat och formatteringar samt gjort tabell av funktionslistan	Thomas Frisk
3.1	2016-01-13	Lagt in dokumentid, samt text kring epostkonto och passerkort.	Thomas Frisk
3	2016-01-11	Rättelser enligt PU införda	Thomas Frisk
2	2015-12-07	Dokumentet överfört till KTH-mall.	Thomas Frisk
2.1	2015-12-08	Lagt till text från Lina W	Thomas Frisk
1	2014-01-20	Checklista delgiven APhys	Sofia Nyström