

**Procedures by new appointment** (Contact person is to take lead on assignments marked **x**. Able to assist = x)

Task	Responsible							
	Aase	Rikke	Sara	Sarah Lee	Signe	Bente	Contact person	OK
Tour of the Institute and introduction to relevant people including assigned buddy and explain function.							x	
Office key and admission card for Agro Food Park 48, by the secretariat (in Aarslev Jakob will hand out keys)			x	x			x	
Outline of roles and support in the Secretariat							x	
Introduction: Staff portal <a href="https://food.medarbejdere.au.dk/en/">https://food.medarbejdere.au.dk/en/</a>							x	
Introduction to Promark. Rules for: Working hours, flexible hours/fix (TAP) extra hours, holiday rules			x	x			x	
New appointments (paid) receive a holiday form to be handed in to Sarah Lee/ Sara Hansson			x	x			x	
Compulsory online course "Research Integrity at Aarhus University". Employee receives a link, within the first four months of employment.		x					x	
Introduction how to use Workzone and requirements for journalizing			x	x		x	x	
Introduction to common areas, coffee makers, fridge, fruit scheme, breaks, lunch and possible Friday bread registration							x	
Information of common meetings, e.g. group meetings, Journal Club and excursions							x	
Safety representative gives tour of laboratories prior to lab work commencing.							x	
Introduction to safety procedures, working environment representatives, noticeboard and folder for working environment.							x	
AU insurance only covers staff where AU has instruction authority. Other relations are advised to take out at their own insurance.	x						x	
Introduction: How to book Faculty cars, brobizz, copy of valid licence to Sarah Lee/ Sara Hansson			x	x			x	
Introduction: Rules for using Faculty cars. <b>N.B:</b> If not employed at AU a special is needed. Contact the secretariat.							x	
Inform non-employees of FOOD Print (students, guest researchers etc.) as they need to sign up for the newsletter using the Food Staff Portal.							x	
Introduction: <a href="https://food.au.dk/">https://food.au.dk/</a> and <a href="https://food.au.dk/research-and-innovation/the-five-science-teams/">https://food.au.dk/research-and-innovation/the-five-science-teams/</a> – for better overview of research areas							x	



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Most important functions using the photocopier							X	
<a href="#">Outlook calendar, public holiday and days off with pay (foreigners)</a>							X	
How to book meeting rooms and facilities	X	X	X	X	X	X	X	
PURE – information on registering publications and activities. Hand out overview of PURE.		X				X	X	
Introduction to RejsUd.		X			X		X	
Introduction to AU Library (students and VIP).							X	
Introduction to FOOD's alumni network.							X	