



Checklist for workplace buddies at the Department of Informatics

First week	
Task	Check
Meet and greet on the first working day	
Have lunch with new staff member with colleagues	
Give tour of key areas of the department. Include 4th floor IT and administration and introduce to relevant persons.	
Inform about IFI's homepage for new employees	
Help with access IT systems and relevant communication channels	
Help with practical issues like employee card, keys, laptop, office supplies etc.	
Explain use of refrigerator, microwave, dishwasher, coffee machine, cleaning routines and recycling.	
Inform about upcoming and regular activities such as seminars and meetings	
Share knowledge about the section: How are we organized, roles and practices.	

First Month	
Task	Check
Regular check-in on "how it's going" and if there are any additional questions	
Introduce the new member to colleagues in other research groups as appropriate	
Show how to make room reservations	
Assist with DFØ if necessary	
Inform about other department activities as appropriate, e.g., master week, research seminars, summer party etc.	
Have lunch or coffee with new staff member regularly	

Second and third month	
Task	Check
Regular check-in on "how it's going" and if there are any additional question	
Plan a social event with the new colleague and invite the unit	
Remind the advantages of working at IFI and UiO (employee discounts and benefits, educational and cultural events, etc.)	
Remind about opportunities for competence development at UiO	



Checklist for workplace buddies at the Department of Informatics

Additionally	
Task	Check
If foreign employee: • Inform about university courses for new foreign employees and courses in Norwegian • Assist with information about social security, bank, cell phone, etc.	
If ph.d.-candidate: • Share knowledge about the ph.d.-programme and important milestones like setting up a meeting with the Ph.D. coordinator within 1 month, submit project application within the first 2 months, 3rd-semester reporting, etc.	
If postdoctoral research fellow: • Share knowledge about the mandatory professional development plan for postdoctoral research fellows to be submitted within 1 month	