

**Rules for the onboarding of employees at
Cracow University of Technology
(Consolidated text)**

§ 1

Scope of the rules and definitions of terms

1. These rules set out the procedure at Cracow University of Technology with a newly hired employee from the moment of their selection by the selection committee, including:
 - 1) the method of communication with the selected candidate,
 - 2) the rules for preparing the workstation and the necessary documents,
 - 3) a description of how to induct an employee and present them with the necessary materials, information about CUT and its organizational culture,
 - 4) how to conduct the required training,
 - 5) rules for providing support to the employee in the first months of employment,
 - 6) the method of appointing a mentor and defining their tasks,
 - 7) principles of evaluation of the onboarding process by the newly hired employee and their supervisor.
2. The terms used in the Principles should be understood as:
 - 1) "onboarding" - a set of activities and actions aimed at the best possible introduction of a new employee to work,
 - 2) "candidate" - a person selected by the selection committee for employment at Cracow University of Technology (pending the conclusion of a contract of employment),
 - 3) "new employee" - a newly hired employee (academic teacher or non-academic employee), subject to the onboarding procedure (after the conclusion of the employment contract),
 - 4) "organizational unit" - the CUT organizational unit in which the new employee is employed,
 - 5) "unit manager" - the head of the organizational unit in which the new employee is hired, being their direct supervisor,
 - 6) "mentor" - a person appointed by the head of the unit whose task is to help the employee during the first period of employment at the CUT,
 - 7) "DSOiS" - Department of Personnel and Social Affairs,
 - 8) "DSOiS(HR)" - employee of the Department of Personnel and Social Affairs responsible for the onboarding process.

§ 2

Communication with the candidate before signing the employment contract

1. In the case of hiring a non-academic staff member, after receiving information from the relevant selection committee on the selection of a candidate for the job, DSOiS (HR) contacts the candidate for:
 - 1) communication of information about the selection for the position,
 - 2) confirmation of the candidate's willingness to cooperate with CUT,
 - 3) clarifying the start date,
 - 4) providing information on the initiation of the procedure necessary for employment, i.e., obtaining the approval of the Rector, and an approximate indication of the date by which it should be obtained,
 - 5) forwarding a request for supplemental documents.

2. DSOiS (HR) informs the unit manager of the candidate's confirmation of their willingness to cooperate and the approximate start date.
3. The head of the unit prepares an "Application for employment of the selected candidate", according to Appendix 1 to these rules.
4. DSOiS (HR) prepares the minutes of the competition and obtains the signatures of the members of the selection committee. All documentation obtained during the competition, together with the minutes of the selection committee, is forwarded to the substantive person in charge of the candidate at DSOiS.
5. In the case of hiring an employee who is an academic staff member, steps 1 to 4 are omitted. The hiring unit shall submit to the DSOiS a file containing the application for employment of the selected candidate, the minutes of the selection committee, and the opinion of the faculty college or the opinion of the competent pro-rector, together with the candidate's documents required in the competition procedure.
6. The DSOiS completes the candidate's file and forwards the application for employment of the candidate selected in the competitive process to the Rector for approval.
7. Upon approval of employment by the Rector of CUT:
 - 1) DSOiS (HR) directs information to the candidate including a welcome to the staff of Cracow University of Technology and an invitation to DSOiS to complete the formalities necessary for employment, including referral for an initial medical examination, completion and certification of documents specifying length of service, education, etc., as required,
 - 2) directs a request to the head of the unit to prepare a workstation, equipment, authorizations for processing personal data, and the appropriate job description sheet or scope of tasks,
 - 3) DSOiS sends a message to the head of the unit containing information about the agreement to hire the selected candidate, arrangements for special working conditions (if applicable), and information about the initiation of employment formalities at DSOiS.
8. The candidate obtains a referral from the DSOiS for an initial medical examination, along with the necessary forms and questionnaires to complete the employment contract. The candidate makes an appointment for the medical examination in person at a facility with which the CUT has a current contract for occupational medicine services.
9. The candidate shall provide the DSOiS with a medical certificate stating that there are no contraindications to work, as well as original certificates of employment (for review) and other documents confirming length of service, diplomas attesting to education, documents confirming acquired knowledge, skills, and other qualifications.

§ 3

Preparing a workstation in the organizational unit and appointing a mentor

1. After receiving information on the approval of employment, the head of the unit is responsible for:
 - 1) proper equipment and preparation of the workstation, taking into account the principles of ergonomics and occupational safety and health,
 - 2) preparation of the scope of tasks (when an academic staff member is hired) or the job description sheet (when a non-academic staff member is hired),
 - 3) preparation of authorizations to process personal data (if the scope of duties involves data processing),
 - 4) securing access to information systems (in consultation with the Digitization Center),
 - 5) appointment of a mentor and definition of goals and tasks to be completed by the mentor with the new employee. Jointly developing a plan for the employee's introduction to CUT work.
2. The tasks of the mentor in introducing a newly hired employee into a job position include:
 - 1) induction of the new employee - the mentor is the first person with whom the new employee has closer contact in the employing unit. Their job is to welcome the new team member and make them feel welcome,
 - 2) assistance in the first days of work - helping the new employee orient themselves in the office (e.g., where the kitchen, restrooms, conference rooms, etc., are located) and introduce them to the team and others with whom they will work in the future,

- 3) introduction to organizational culture - explaining CUT's rules, norms, and values, as well as informal aspects of organizational culture. Helping the new employee understand what the expectations are and how the University functions on a daily basis,
- 4) substantive support - providing support in their duties, helping the new employee understand CUT processes, tools, and procedures,
- 5) answering questions - a new employee may have many questions, both formal and informal. A mentor is the person they can turn to for the information and support they need,
- 6) relationship building - the mentor helps the new employee establish initial relationships within the team, which can significantly affect their integration into the team and overall job satisfaction.

§ 4

Concluding the contract and the first day at work

1. Based on the documents acquired in accordance with § 2, the DSOiS drafts an employment contract.
2. DSOiS (HR) shall inform the new employee and the head of the unit of the date on which the new employee begins employment. It also informs the new employee of the time and place of the organizational meeting referred to in paragraph 4 and the time and place of the mandatory training referred to in § 5.
3. The employment contract should be signed no later than on the first day of employment, before the organizational meeting referred to in paragraph 4.
4. The organizational meeting with the new employee is held on the first day of employment, most often in room 110, floor I, the building of the Faculty of Civil Engineering, 24 Warszawska Street in Krakow.
In the event of a change in the meeting place, the DSOiS(HR) employee provides the new employee with such information.
5. During the organizational meeting the DSOiS (HR):
 - 1) welcomes the new employee to CUT and hands them a welcome pack,
 - 2) presents a welcome video with the Rector,
 - 3) presents the University's history, mission, vision, and goals, and discusses the various stages of implementing a new employee,
 - 4) familiarizes the new employee with the CUT organizational culture, all formal and informal rules,
 - 5) familiarizes them with the website www.pk.edu.pl and accessing the University's information systems,
 - 6) guides the new employee through the University's strategic units at this stage (e.g., Department of Payroll, Department of Health and Safety).
6. During the organizational meeting, the new employee also meets with:
 - 1) DSOiS employees responsible for social affairs,
 - 2) a representative of the Academic Community Support Center,
 - 3) representatives of trade unions operating at CUT,
 - 4) representatives of the Employee Mutual Aid Fund,
 - 5) representatives of other CUT organizational units invited by DSOiS (HR) - as needed.
7. After the meeting, DSOiS(HR) sends the newly hired employee a template of the circulation card (Appendix 2 to this policy), information on access to CUP information systems, the organizational structure of CUT, and useful contacts for the new employee.
8. After the meeting, the new employee goes to the organizational unit, where the head of the unit:
 - 1) introduces the new employee to a mentor and a team of colleagues,
 - 2) familiarizes them with the workplace and conducts job training,
 - 3) outlines the responsibilities.

§ 5

Mandatory training

1. A new employee receives mandatory training in:
 - 1) occupational health and safety (the unit responsible for conducting the training - Department of Health and Safety),
 - 2) familiarization with fire regulations, procedures in case of emergencies, and defense matters (the unit responsible for conducting the training - Department of Fire Protection, Security and Defense Affairs),
 - 3) information security, protection of personal data, and rules for their processing (responsible unit - Office of the Data Protection Supervisor).
2. Training is conducted on the first Thursday following the first day of employment.
3. In the event that it is not possible to organize training on the date set in accordance with paragraph 2, DSOiS (HR) shall inform the new employee of the training date.

§ 6

Support during the first months of employment

1. During the first months of employment, the new employee is assisted by a mentor who supports them in the areas referred to in § 3(2).
2. The head of the unit holds periodic meetings with the new employee during the first three months of work (at least twice a month) to monitor the progress of implementation and address their concerns on an ongoing basis.
3. The head of the unit monitors how the mentor provides support to the new employee and makes any adjustments.
4. After the first week of employment, DSOiS(HR) contacts the new employee to discuss their impressions after the first week of work and ascertain whether they need additional support.

§ 7

Evaluation of the onboarding process

1. After 2 months of employment, the new employee fills out a questionnaire (Appendix No. 3 to these rules), in which they evaluate the process of implementing them at work.
2. After 2 months of hiring a new employee, the head of the unit fills out a questionnaire (Appendix 4 to these rules), in which they evaluate the onboarding process of the new employee.
3. The results of the surveys form the basis for improving and correcting the onboarding process at CUT.

Appendix No. 1 to the Rules for onboarding of employees at the
Cracow University of Technology

.....
(Stamp of organizational unit)
.....

Krakow, on

**Her/His Magnificence the Rector of
Cracow University of Technology
via the official route**

Application for employment of the selected candidate

I am requesting to hire Ms/Mr*
(title/degree, first and last name).

by employment contract/appointment* from until
(specify contract type*)

in
(name of the organizational unit)

as at full-time.

At the same time, I request a base salary of per month.

The position will be funded by:
(indicate confirmed source of funding if off-budget)

Justification:

.....
.....

.....
(date and signature of head of employing unit)

Opinions of the superiors of the head of the employing unit (via the official route)**:

.....
.....

.....
(date and signature of the person giving the opinion)

.....
.....

.....
(date and signature of the person giving the opinion)

Decision of the rector or authorized person:

.....

.....
(date and signature of rector or authorized person)

* cross out as appropriate

** in the case of hiring academic teachers, the opinion of the faculty college or the relevant pro-rector (for non-faculty units) should be attached

Appendix 2

**CRACOW UNIVERSITY OF TECHNOLOGY
IN KRAKOW
DEPARTMENT OF PERSONNEL AND SOCIAL AFFAIRS
31-155 Kraków, 24 Warszawska Street**

EMPLOYEE ADMISSION CIRCULATION SHEET

Full name:	
Admission to work for the period of:	Position or type of work performed
The name of the organizational unit in which the employee is to be employed:	
Accepted for employment as of:	

KRAKOW, on

stamp and signature of DSOiS employee

Organizational unit	Date	Stamp and signature
Department of Payroll Faculty of Civil Engineering building, first floor, rooms 6-7 tel. 12 628-2266 or 22-44 24 Warszawska St., Krakow		
Office of the Data Protection Supervisor Faculty of Chemistry Engineering and Technology building, room 126a 24 Warszawska St., Krakow		
Department of Occupational Health and Safety CUP building (W-9), floor II, room 140 tel. 12 628 22 23 24 Warszawska St., Krakow		
Department of Fire Protection and Defense Affairs CUP building (W-9), floor II, room 140 tel. 12 628 25 50 24 Warszawska St., Krakow		
Digitization Center IT Help Desk CUP building (W-9), ground floor, room 153 tel. 12 628 21 01 24 Warszawska St., Krakow		

FORM Summary of new employee deployment

1. My overall impression of the process is:

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

2. My impression of the cooperation with the Department of Personnel and Social Affairs (the introductory/onboarding person) during the process is:

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

3. My impression of the cooperation with the Management of the Organizational Unit in which I am employed is:

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

4. My assessment of the clarity of the information provided about my role and responsibilities:

- very clear - I had/do not have any problems finding my way around
- clear enough - I had/do not have much trouble finding my way around
- could have been clearer - sometimes I didn't know what to do
- not very clear, I did not know what belongs and what does not belong to my duties
- completely unclear

5. My impression of the support from the team (colleagues) is:

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

6. My rating of the availability and assistance of my mentor during deployment

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

7. My rating of the availability of the necessary resources and tools to do the job, including computer equipment and IT tools, etc.

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

8. My assessment of the usefulness of the induction materials received (instructions, presentations, email communications):

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

9. My impression of the support from the Department of Information Technology, other units involved in the induction process:

- very positive
- rather positive
- neutral

- rather negative
- definitely negative
- not applicable

10. My evaluation of the organization and the induction process:

- very positive
- rather positive
- neutral
- rather negative
- definitely negative

11. What impressed you most during the induction process?

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12. What caused you the biggest problem during the induction process?

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13. If you had an opportunity to make changes to the process or supplement it with additional elements - what would they be? - please describe your suggestions

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14. Please select from the following list 3 trainings that you rate as the most useful and advisable and would like to attend within the next year:

- MS Office suite - a practical introduction
- Webcon operation and navigation
- Excel for Beginners
- Excel for Advanced
- Outlook - mail and calendar
- MS Teams
- Word word processor for beginners
- Word word processor for advanced

15. Please provide your own training proposal if it is not listed above

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FORM Onboarding survey for manager after 60 days of new employee induction

General information:

1. New employee name and surname:
2. Employment start date:
3. New employee position:
4. Supervisor's name:

ASSESSMENT OF INTEGRATION AND ADAPTATION

1. How would you rate the new employee's adaptation to the culture and values of our university?

- Very well
- Well
- Average
- Bad
- Very bad

2. How do you assess the new employee's integration into the team?

- Very well
- Well
- Average
- Bad
- Very bad

3. Has the new employee established positive relationships with co-workers?

- Yes
- Partially
- No

PERFORMANCE AND COMPETENCE ASSESSMENT

4. How would you rate the new employee's performance to date?

- Very well
- Well
- Average
- Bad
- Very bad

5. How do you assess the technical and substantive competence of the new employee?

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.....

.....

6. Does the new employee show initiative and self-reliance in carrying out their duties?

- Yes
- Partially
- No

TRAINING AND SUPPORT

7. Does the new employee need additional training or support in any area?

Yes

No

If yes, please provide details:

FEEDBACK AND SUGGESTIONS

9. What are your observations about the strengths of the new employee?

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.....
.....

10. What are your observations about areas for improvement for the new employee?

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.....
.....

11. Do you have suggestions for the onboarding process that could help new employees in the future?

.....
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.....

SUMMARY

12. Overall evaluation of the new employee after 60 days on the job:

- Very well
- Well
- Average
- Bad
- Very bad

13. Do you recommend continuing to hire the new employee?

- Yes
- No