

Checklist introduction new employee

For managers at the start of a new employee with an employment contract

What do you do after (verbal) agreement?

Work and expectations

- ☐ Start the new employee's [employment contract](#) at least 4 weeks before the effective date or get support with this. Please note: make sure there is a position available
- ☐ A minimum of 3 months is required for the onboarding of international employees. Inform the employee about the support provided by International Office and the [information](#) available on VU.nl
- ☐ During the onboarding process, you will receive notifications about actions that you or the supporting employee need to take
- ☐ Monitor the status of the onboarding via the [Onboarding overview](#)
- ☐ Inform your management support staff about the arrival of the new employee and discuss any tasks that require support

What do you arrange *before* the first working day?

Warm welcome

- ☐ Maintain regular personal contact with the new employee, in order they feel welcome and are prepared for their first working day
- ☐ Inform the employee to bring a valid ID/passport on their first day of work (a driver's license is not permitted for this purpose as it doesn't mention the nationality)
- ☐ Consider a personal gift for the new employee
- ☐ Inform the team about the arrival of the new colleague
- ☐ If desired, assign a buddy to the new employee. The 'Buddy checklist introduction new employee' can be used for support
- ☐ Create an onboarding program and ensure that the colleagues involved are informed on time. Discuss the introduction program also with the buddy who may be assisting with this

Workplace and technology

- ☐ Arrange if necessary a (flex) workplace for the new employee
- ☐ During onboarding, you will receive the employee's VUnetID, which you need to request devices via the [Service portal](#) in a timely manner
- ☐ Arrange authorizations for systems and applications and add the employee to teams and meetings

The first impression of an organization is important for the experience of a new employee. A warm welcome and well-organized onboarding ensure that new employees feel valued and involved from the start.

What do you do on the first day of work?

Warm welcome

- ☐ Greet the new employee personally
- ☐ Check the original physical ID and perform a verification. This means: you check the new employee's identity based on a valid ID
- ☐ Introduce the employee to their buddy. If you don't use a buddy, act as the buddy yourself and use the buddy checklist to ensure a complete onboarding process
- ☐ Go to VU.nl and check the page for [new employees](#) to see what information is relevant for the new colleague and remind the new employee to watch the [VU welcome video](#)
- ☐ Promote participation in the VU introductory meeting for new employees and other VU events, such as the Dies and Opening of the Academic Year
- ☐ Remind the employee to fill in the commuting statement as soon as possible
- ☐ Inform the international employee about the possibility of applying for the Expat Scheme
- ☐ It is nice to have lunch together and/or with other colleagues on the first day(s)
- ☐ Ask for first impression at the end of the day

Work and expectations

For a good start, discuss the following:

- ☐ The onboarding program
- ☐ Explain about your unit and the divisions for additional support
- ☐ Inform the new employee about the [dashboard](#) for employees on VU.nl, where a lot of information can be found
- ☐ Don't forget the following practical matters:
 - ☐ Discuss working hours, schedule (flexible working hours), hybrid working
 - ☐ Remind the new colleague to the Privacy & Security training (the employee will receive a notification about this on their first working day)
 - ☐ Remind them to the e-learning [Social Safety](#)
 - ☐ Registration of any ancillary activities. The employee will also receive a notification about this on their first working day
 - ☐ Discuss the topics of social safety, collaborating with colleagues, and the various VU Amsterdam codes of conduct. Also talk about the [VU House Rules](#)
 - ☐ Remind the employee of the possibility to extend their group disability insurance scheme without having to answer medical questions

Work and technology

- ☐ Ensure that the buddy (or else you yourself) collects the VU access pass, laptop, and other devices together with the new employee



This checklist will help you get off to a good start. Your management support staff can assist you with this.

What is important in the first months?

Warm welcome

- ☐ Regularly check in with the new employee in an informal setting (such as over lunch) to see how they are settling in at VU Amsterdam and whether they feel at home
- ☐ Be mindful of the potential impact that choosing VU Amsterdam may have on international employees. Consider factors such as country, culture, language, regulations, and the impact this may have on their family

Work and expectations

- ☐ Arrange regular meetings with the new employee for mutual feedback, performance reviews, and questions. Also meet separately with the buddy (if applicable) to discuss the progress of the onboarding program
- ☐ During one of these meetings, discuss what is expected of the employee in their position (in preparation for the annual consultation)
- ☐ Schedule a meeting with the employee before the end of the probationary period to discuss their experiences in the position and organization. Clearly communicate to the employee whether they have successfully completed the probationary period
- ☐ On the page for [new employees](#) on VU.nl, the employee is informed about the Collective Labour Agreement, statutory and VU regulations. Discuss topics that are relevant to your unit, such as taking holiday leave and reporting ill and recovery
- ☐ Inform the employee that changes to personal and/or employment details must be initiated by the employee themselves via [self-service options](#)
- ☐ Inform the employee about the various [fringe benefits](#), such as the individual choices model, discounts on sports and culture, group schemes and commuting allowance

HR guidance for managers

- ☐ VU Amsterdam greatly values being a good employer. As a manager, you have an important role in this. The page [HR guidance](#) offers you all practical information you need to perform your HR responsibilities as a manager.

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