

Ephorte:

## Onboarding sheet

Name:	
Surname:	
Job title:	
Section (sub department):	
Department:	
Department manager:	
Immediate manager / group leader:	
Buddy/mentor :	

**Field of work and description of tasks / role:** In this section you can describe tasks and field of work in greater detail. This comes in addition, or as a supplement to the job advertisement. This is not a complete list, and the list can be adjusted at need. The purpose of this list is to make clarification between employee and manager.

**Scheme for training and classes:**

Training and classes specific for the position:

e-learning courses (new employee, IT-security etc.):

UiB-Courses (digital tools and systems, 3-step introduction for international employees etc.):

Health, safety and environment (HSE), including fire safety & Covid:

Norwegian language courses:

**Introduction by HR:**

Scheduled	Completed

**Follow-ups and employee appraisal interview**

Startup talk

Scheduled	Completed

2-month follow-up

Scheduled	Completed

5-month follow-up:

Scheduled	Completed

Employee appraisal interview

Scheduled	Completed

**Comments:**