**Last name, first name:**

**Mentor:**

**Start of work (DD.MM.YY)**

**First workday**

1. ***Greeting at the company (by administration office)***

* Formalities (working time/recording, house rules, parking, holiday and illness regulations, current telephone list, business trips, organisation chart, etc.).

1. ***Getting to know the mentor***

* Introducing the mentor.
* Walk through the company/buildings.
* Introduction to colleagues.

1. ***Introduction to the field of activity (by head of department)***

* Walk through the department and getting to know the colleagues
* Explanation of the job position and its work activities
* Explanation of the specific induction plan (prepared by the head of department)
* Instruction in telephone system, copier/ fax, room planning, corporate design

**During the first four weeks**

**Visit and presentation of the departments (30-60min/section), if necessary also combined appointments for several new apprentices/employees (appointment arrangement supported by sponsor)**

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Responsible head/manager | Date | Signature of person in charge |
| **Executive director/CEO** |  |  |  |
| **Administration** |  |  |  |
| **Finances** |  |  |  |
| **IT Services** |  |  |  |
| **HR** |  |  |  |
| **Marketing/PR** |  |  |  |
| **Facility management** |  |  |  |
| **Research Departement** |  |  |  |
| **Legal Department** |  |  |  |
| **Sales** |  |  |  |

**Date of submission of induction plan (DD.MM.YY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of apprentice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Induction plan back to Administration (DD.MM.YY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of personnel officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**