Introduction for guests (non-employees, including thesis workers & fellows)

Introduction for:

Supervisor:

Start date:

This is first and foremost a support material during the development of an introductory programme for guests and thesis workers. The checklists will be updated with information specific to different kinds of guests.

The purpose of the introduction is to give our guests a good position to get into their assignments and an awareness of safety regulations and protocols within IMT.

The supervisor has the ultimate responsibility for the completion of the introduction.
What should I, as supervisor, ensure happens before the arrival of the guest?

<table>
<thead>
<tr>
<th>Checkbox</th>
<th>Activity</th>
<th>Who does what (functions):</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Team leader/manager looks over need of room – orders through administrator, facilities manager</td>
<td>Administrator, Facilities operating (Supervisor to initiate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order technical equipment; computer, technical aids</td>
<td>IT-coordinator (Supervisor to initiate)</td>
<td></td>
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<tr>
<td></td>
<td>Computer installation – If the computer exists before the guest arrives the installation is prepared in advance</td>
<td>IT-coordinator (Supervisor to initiate)</td>
<td></td>
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</table>

When the guest arrives: What should I, as supervisor schedule for the first day?

**LiU-id and LiU-card**

<table>
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<tr>
<th>Checkbox</th>
<th>Activity</th>
<th>Who does what (functions):</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. As early as possible: Create LiU-id, through IT-coordinator (Bengt).</td>
<td>IT-coordinator (Supervisor to initiate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. When LiU-id is created: Activate LiU-id through creating activation code and e-mail it to the guest</td>
<td>Administrator, Account manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Activate e-mail</td>
<td>Administrator, Account manager</td>
<td></td>
</tr>
</tbody>
</table>
|   | 4. Order access to local systems through IT-coordinator (e-mail template exists)  
Access to IMT-FS and specific catalogues  
Access to internal webpages and booking system  
Access to Subversion | IT-coordinator (Supervisor to initiate) |
<table>
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<tbody>
<tr>
<td></td>
<td>5. Order which e-mail lists the person will be added to</td>
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<tr>
<td></td>
<td>6. When the guest has arrived and the tasks above are completed the person will book a time with the IT-coordinator to set a password for the local systems</td>
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<tr>
<td></td>
<td>Get guestLiU-card from facilities manager (Get guestLiU-card from facilities manager (with relevant accesses activated)</td>
</tr>
<tr>
<td></td>
<td>Contact IT-coordinator to activate local resources (Internal webb pages, IMT file server)</td>
</tr>
<tr>
<td></td>
<td>IT information. (Support, file server, internal webb pages, resource booking system, subversion)</td>
</tr>
</tbody>
</table>
### Allmänt:

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Thesis worker to register at IMT's student service office</td>
<td>Supervisor</td>
</tr>
<tr>
<td>□ Information on work hours for thesis worker</td>
<td>Student service</td>
</tr>
<tr>
<td>□ Guest fills out form with information about relatives/kin (for contact in case of accident or sudden illness). Filled out form is handed in to HR consultant</td>
<td>Student service</td>
</tr>
<tr>
<td>□ Reviewing the work assignments (overall)</td>
<td>Supervisor</td>
</tr>
<tr>
<td>□ Schedule meetings (Work place meeting, group meetings etc)</td>
<td>Supervisor</td>
</tr>
<tr>
<td>□ Show facilities, technology (N.B. printers), office supplies, resource booking system, staff break room, fire exits, resting room, break times, lunch, ”Friday fika” and kitchen list, garbage room etc. Information about fruit being only for IMT employees and not for guests and thesis workers</td>
<td>Supervisor</td>
</tr>
<tr>
<td>□ Equal opportunities</td>
<td>Equal Opportunities coordinator</td>
</tr>
</tbody>
</table>

### Miljö och lab:

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Information on chemicals</td>
<td>Chemical supervisor</td>
</tr>
<tr>
<td>□ Information on waste</td>
<td>Waste coordinator</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>☐</td>
<td>Environmental information, e.g. environmental aspects at IMT, possibly environmental program at LiU</td>
</tr>
<tr>
<td>☐</td>
<td>Fire safety; Brandsäkerhet; equipment, evacuation and information specific to work assignments</td>
</tr>
<tr>
<td>☐</td>
<td>Information on student labs, computer labs</td>
</tr>
<tr>
<td>☐</td>
<td>Other lab information, introduction to labs according to form</td>
</tr>
</tbody>
</table>