

Onboarding procedure

Hybrid Intelligence

1 Introduction

For successful onboarding of new members, several activities should be undertaken, as described below. Onboarding status is monitored on a regular basis using an onboarding status check-list.

2 Onboarding activities

Start

Prior to starting the onboarding activities the following information should be provided to the HI project manager:

- Name and email-address
- Affiliation
- Role in the project (staff, PhD, postdoc, other)
- Type of funding (NWO, matching, associated)

Communication channels

The new member should be added to the following communication channels:

- Add to consortium list
- Add to at least one RL list
- If PhD student then add to HI-PhD-students
- Add to Slack

Website

The following information on the website should be updated:

- Add name to Team page
- Add project to Projects page
- Add to Who-is-Who-page

Internal Administration

The following documents need to be completed and administrative actions fulfilled:

- Add project to the project spreadsheet
- Add project to Science folder

- Send Project Manual
- Prepare membership-agreement (in case of matching and associated members)

NWO-projects

For NWO funded members the following should be done

- Complete PIF form
- Add person to ISAAC
- Complete NWO Data Management Plan and upload to ISAAC

Personal introductions

- Welcome conversation with project coordinator Frank (online or in person)
- Send introduction/welcome message to consortium list
- Introduction to the leaders of the relevant research line(s)
- Introduction to the leaders of the relevant research line(s) If PhD student, introduce to training director Rineke