



WELCOME TO INL ONBOARDING

INTRODUCTION

The Onboarding Programme was created with the aim of integrating the newcomer in the Organisation and in their new functions.

With this programme we intend to provide you with the necessary information and access to the training sessions that will be beneficial for a smooth integration in your new job at INL.

01

IN THIS DOCUMENT YOU WILL FIND:

- :: Onboarding/Activity Plan: Description of the sessions
- :: HR Structure

02

ONBOARDING/Activity Plan

The duration of your Onboarding plan is 90 days.

During the first months you will be invited to attend different training/activities from various units with the aim of providing you with relevant information about INL. Each session plays a crucial role in your integration process, hence supporting the beginning of your journey towards your employee performance and professional excellence.

Upon the completion of your first 90 days, it is expected that you feel well adapted within the Organisation and your new functions.

After this period an Induction Survey will be sent to you, by the HR Unit. This survey will allow us to collect your feedback and implement further improvements.

03 HR WELCOME SESSION

Led by the Human Resources Unit this is the first meeting you will have on your first day at INL.

In this meeting you will be introduced to a wide range of aspects about the Organisation and you will be guided towards different actions you will need to do upon arrival.

- :: **Schedule:** During the morning.
- :: **Responsible Unit:** HR Unit

04 Quality Systems

The Quality Systems training addresses aspects such as: INL Quality Management System; ISO 9001:2015 standard; management of nonconformities, improvement opportunities and complaints; internal and external audits programmes; INL internal procedures and, QMS document management platform.

- :: **Digital content available @Teams – Tutorials and Videos (Onboarding Channel)**
- :: **Responsible Office:** CQM Office

05 TAX AND SOCIAL SECURITY

The Tax and Social Security programme aims to provide you the necessary information about Portuguese taxes and social security.

Besides this group meeting, INL offers free individual consultancy of 1 hour with an specialized Lawyer in Tax and Social Security, Dr. Suzana Costa. These meetings are private and individual and can be held at INL or at the law firm.

- :: **Room:** Online
- :: **Responsible Unit:** Legal Services

06 CORPORATE COMMUNICATION & MARKETING

This is a training provided by the CC&M Unit. In this training you'll have access to all the information you need on how to properly communicate information related to INL: INL communication policy and branding rules, communication tools, among others.

- :: **Room:** Online
- :: **Responsible Office:** CC&M Office

07 INFORMATION & COMMUNICATION TOOLS

The IT training provided by the ICS Office aims to cover the basic use of main applications and tools used at INL, in particular, Microsoft Outlook, the INLer Portal, collaboration tools, file share, wireless networks, Avamar backup, VPN, service desk and, meeting room and equipment bookings.

:: Digital content available @Teams – Tutorials and Videos (Onboarding Channel)

:: Responsible Office: ICS Office

08 RESEARCH OFFICE

In the Research Office meeting you will learn about the Programme Management Office and the Research Office role and functions, INL's research programmes, and RTI Clusters, INL Annual Research Symposium and more.

:: Room: Online

:: Responsible Unit: Research Technology & Innovation Office | RTI

09 HEALTH, ENVIRONMENT & SAFETY

The Health, Environment & Safety training aims to give you the necessary information on safety issues, so that you are prepared to act in case of an emergency. You will learn about topics such as general safety procedures, laboratory good practices, personal protective equipment, chemical and biological safety among others. This training has both web-based learning tutorials and an online training scheduled.

:: Digital content available @Teams – Tutorials and Videos (Onboarding Channel)

:: Room: Conference

:: Responsible Office: HE&S

10 INTELLECTUAL PROPERTY

This training is given by the IP Exploitation & Knowledge Transfer Department and gives an introduction about Intellectual Property (IP), IP procedures at INL and external collaborations (grants and/or companies).

:: Digital content available @Teams – Tutorials and Videos (Onboarding Channel)

:: Responsible Unit: IP Exploitation & Knowledge Transfer Department

11

ESTATE AND SERVICE MANAGEMENT

The Estate and Service Management unit training aims to give you information about the unit and their responsibilities. It provides value insight about the management of the building and common spaces, as well as explaining how you can access and use the Guest House, Nursery, Gym and Cafeteria Services.

:: Digital content available @Teams – Tutorials and Videos (Onboarding Channel)

:: Responsible Office: ES Unit

12

BUSINESS & STRATEGIC RELATIONS

This meeting will provide you all the information regarding the BSR mission and objectives, the support provided to Researchers and the BSR Department structure.

:: Room: Online

:: Responsible Unit: BSR Department

13 FRIDAY CHATS PRESENTATION

The concept of the *Friday Chats* is simple: currently it's informal gathering to foster collaborations, to strengthen relations, but also to promote an open space to connect with other individuals and share some time together in an information setting while having a coffee together.

The Friday Chats presentation of the newcomers usually takes place on the last Friday of every month. It consists of a brief elevator pitch (up to 5 minutes) covering your short profile, research/work area and future work at INL.

- :: **Room:** INL front lobby
- :: **Responsible Office:** CC&M Office

The Human Resources Unit is committed to work strategically with emphasis on human resources and provides a service based on consultation and communication with the INL community. It aims at responding to its changing needs, providing quality, leadership and guidance in the development, implementation, and equitable administration of policies and procedures, thus fostering a positive work environment.

Your **HR contact point** will be your HR Partner.



FERNANDO TORRES | CHIEF ADMINISTRATION OFFICER & HR MANAGER



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WE ARE INSPIRED BY EXCELLENCE, INNOVATION AND YOU!

INL is devoted to professional and research excellence, and developing leaders in many disciplines who make a difference globally. Join us on social media and share your favorite LinkedIn cover. You are our best asset and we are happy you can use our designs and content to share with your friends and colleagues.

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WELCOME

WE'RE GLAD YOU'RE ON BOARD.