UoP Newjoiners checklist

1 Contracts

- [ ] Inform HR buddy/HR department about way of signing contract (Kraków office / via post)
- [ ] Please inform us if you are planning vacation
- [ ] Fill form with your personal data for contract
- [ ] Send Certificate of employment and University diploma to HR department
- [ ] Get pre-employment medical check
- [ ] Pass workplace health & safety training

2 Work equipment

- [ ] Choose work equipment

3 Benefits

- [ ] Choose benefits (Saltus, Multikafeteria etc.)
- [ ] Familiarize with other benefits provided by Virtuslab

4 Before start

- [ ] Send your picture and fill form for newjoiners presentation

5 First day

- [ ] Join our Welcome Session - event details you should already have in your mailbox.
- [ ] Change your laptop password. You will find more information in Security
- [ ] Set up a two-step login verification to your email
- [ ] Log in to Slack and fill your personal data
- [ ] Fill form for your Blind CV
- [ ] Take part in ISO and Technical Security Training and fill online declaration after training
- [ ] Set a footer in mailbox

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