

SKH's key process

Process description for Introduction of new staff

Description of key processes at SKH

The description of key processes is part of our systematic quality improvement activities. The purpose is to ensure the quality of education, research and academic support/administration by having clear processes that define the different steps and specify which functions and organisational units are involved in the process. Linked to the key processes are procedure descriptions that specify in more detail what, for example, a department, subject unit or administrative department should do in relation to the event in question. The procedure descriptions are developed by those involved in the process.

Each key process has an associated matrix. The purpose of the matrix is to clarify in general terms how a process is followed up and developed. The matrix states which process is covered, the objective of the process, the data used for follow-up, where the results of the follow-up are checked and analysed, and who is/are responsible for ensuring that measures are taken based on the follow-up carried out. The matrix also states the governing and support documents that can be linked to the process.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

Process matrix

Process	Overall responsibility for action	Objective(s)	Governing and support documents	Verification and follow-up	Input for follow-up
Introduction of new staff	Head of HR	To introduce staff to SKH, the work group and tasks so that their skills, taking into account the subject matter of the employment and the tasks to be included in the employment, can benefit SKH and that the employee should feel comfortable and secure at SKH.	Strategic plan Rules of Procedure Work environment policy Guidelines for systematic work environment management (SAM) Procedure for introduction and termination of employment Templates introduction schedule Checklist for materials to send out to all new employees	Responsible manager	Planning and appraisal meeting (PU meeting)

Process description including procedures

SKH's goal in all recruitment work is to hire employees with the best possible skills that are relevant to the tasks to be included in the employment. In addition, employees must have the ability to develop SKH, to be part of the whole, to work for a common culture of openness and collaboration and to actively contribute to a good working environment. New recruitment must strengthen and develop the university's overall expertise. In order to fulfil this, a good introduction is required both for the new recruit to be able to contribute with their skills but also to be able to thrive and feel good in their employment. Everyone employed at Stockholm University of the Arts must be introduced in a well thought-out and appropriate manner. The immediate supervisor is responsible for introducing the new employee to their new job and their new workplace. The aim of the introduction is to familiarize the employee with the organization, procedures, rules, values, people, facilities and other factors that are likely to affect his/her daily life at the University. There is a common introduction for all employees to the government's core values, the university's work with Equal Opportunities and policies and guidelines for discrimination and victimization, as well as common areas and tools. The organization and content of the introduction varies depending on who the new employee is and what tasks he or she is employed to perform. This part varies in structure and content depending on who the new employee is and what tasks he or she is employed to perform.

Functions and organisational units involved in the process

HR partners and other organizational elements that the new employee will interact with in their work.

ESG/other national standards and guidelines

Not applicable

Governing documents

Strategic Plan, Rules of Procedure, Work Environment Policy, Guidelines for Systematic Work Environment Management (SAM) and Equal Opportunities, Equal Value.

Support documents

Introduction and Exit Procedures, Introduction schedule Templates and Checklist of materials to send out to all new employees.

External parties

Not applicable

Support systems

Not applicable

Prerequisites and related processes and procedures

Strengthening and developing the university's overall expertise requires good recruitment (see Process description for recruitment), but also a good introduction.

How social equality (incl. gender equality) is taken into account in the process

The university must introduce all employees to the government's core values, the university's work on equal opportunities and policies and guidelines on discrimination and victimization.

How sustainable development is taken into account in the process

A good introduction that creates a sense of security in the work group and with the work tasks provides better conditions for a sustainable working life.

How student and doctoral student perspectives are taken into account in the process

Not applicable

Employment (Co-Determination in the Workplace) Act

Not applicable.

Events in the process based on governing and supporting documents and procedures for the functions and organisational units involved in the process

1. Decision on employment

Activities:

- Planning of an evaluation session at the end of the course, time is allocated in the schedule.
- Compilation of material for written evaluation (university-wide questions and any course-specific questions) and any supplementary oral evaluation.
- According to the procedures of the subject areas/Research Centre.

2. Planning of introduction

Activities:

- The responsible manager plans the introduction with the support of the HR partner and possibly other functions involved
- The responsible manager orders relevant materials such as workplace and work tools
- The HR partner is responsible for planning joint introduction training

3. Introduction

Activities:

- Before the first day, the HR partner sends material to the new employee to read, in accordance with the checklist.
- Before the first day or on the first day, the new employee should be informed about how the induction is planned.
- New employee is received and shown around the premise

- Individual introduction to work tasks and context
- Twice a year, a general introductory day is given on the government's core values, the university's work with Equal Opportunities and policies and guidelines for discrimination and victimization.

4. Follow-up and evaluation of the introduction

Activities:

- The responsible manager follows up the introduction.

Follow-up and development of the key process

Activities:

- The HR Department conducts annual monitoring in dialogue with the organization.

Process arrow for the key process

