



Name:

Date:

General Check-in

Task	Check
Check-in with project supervisor (PI)	
Define what task and what labs will be (initially) needed	
Meet Administrative person Christine and HR person	
Define if you have a contract or a guest agreement?	
Secure LUCAT access and information where to get access card	
Follow the general safety preparations given on this page https://www.chemphys.lu.se/internal/work-planning-and-safety/	
Define what additional safety training is needed for access to the labs.	
Got office space and key to office	
Found information where emergency exits are and where our assembly point is	
Create list with Phone numbers for emergency contacts, lab responsible, safety responsible	
Find information how ordering is arranged (if applicable) and what special rules apply for ordering chemicals	
Find how travel booking is arranged and what rules apply for government travel Made Photo for board, got name on office, got page on web	
Found information about Social activities of the division.	
Connect your computer to the net and learn what software you can use (note, we are government agency!)	
Wrote in case of emergency information into folder (in room Resonance)	

Personal Check-in

Task	Check
Find out if you can get a personal number? or similar number (and apply!)	
If no personal number, what insurances do you have and how long are they valid (attention things change after one year!)	
Discuss with a colleague how the swedish health care system works and collect the necessary phone numbers and links	
Learn about friskvård at Lund university	
For how long is your drivers licence valid in Sweden (also changes after one year)	
Consider if you want to join A-kassan (find information about this)	
Consider if you want to join a union	
Consider to immediately place yourself in housing waiting lists	
Consider if you want to have a Swedish bank, as these provide additional services than just credit cards. (such as Swish and Bank-ID)	