
-WELCOME COMMITTEE FOR THE
ADMINISTRATION AND SERVICES STAFF OF THE
PSYCHOLOGY FACULTY-

The goal of this work group is to elaborate an operation protocol to welcome the administration and services staff to our center, as well as to offer information and present its facilities and various daily activities, with the purpose of orienting and integrating the employee comfortably into the faculty.

We should differentiate if the new employee comes from another center, whereby they already know some aspects of the information relating to different services of the university, or if they are a new entry, in which case a more detailed information should be given of the different tools that, as an employee, the university has to offer.

To do this we take into consideration the following points.

1. Upon arrival to the faculty, the employee will be welcomed at the administrator's office, whom will present the authorization documents, that human resources have previously issued.

2. Once presented, and after a first contact, a dossier will be given with the following content:

- A preventive guide for the public employees of the University of Seville.
- Layout of the San Francisco Javier building. Security measures and evacuation plans.
- Directory of the Psychology Faculty administration team, (list of individual members, description of roles, etc.).
- Directory of the administration and services staff of the faculty.
- Directory of other administrative services of the center.
- Internet addresses, e-mail... Webpage of the faculty.

From this work group we also propose to add to the dossier the following documents:

- Current work schedule and Rectory Resolution concerning the flexible workday of the administration and services staff of the University of Seville.
- Information on the eTempo app.
- Information about the virtual secretary's office (Human Resources Intranet, UVUS, university I.D...).
- Access to the parking lots at the Ramón and Cajal Campus.
- Regular opening hours of the premises.
- Personal employee file with contact data (e-mail address and phone number) in accordance with the current Organized Law of Personal Data Protection.

The employee will be introduced to the Dean and Vice Dean by the administrator.

3. The administrator will put the employee in contact with the team manager where they will perform their duties, who will give detailed information about the position, introduce them to the rest of the colleagues and give orientation on the operation of the eTempo app.

4. Accompanied by the person in charge of them, concierge team manager or delegate, they will visit the different facilities of the faculty, in which they will be introduced to the rest of the staff of the center.

5. In a second visit to the facilities of the faculty, which will be programmed in advance, the employee will be shown in greater detail the particular area and they will be informed of the daily activities of the service and the impact that they have on the life of the faculty, as well as the possibilities to benefit from some of them.

This visit will be made in accordance with the workload both of their area as well as the others.

6. At the work group we consider it appropriate to offer this welcoming protocol to the scholars that collaborate in the different administrative services of the Faculty.