

Check list for new members

Checkliste für neue Mitarbeiter

Name: _____

First day: _____

Lab

- Office
 PC and monitor
 Welcome info

Signature/Date (Supervisor): _____

Theory

Experiment

- Safety instruction LN₂
 Safety instruction chemistry lab
 Safety instruction PhD workshop

Signature/Date (Schmidt, Hartig): _____

Signature/Date (Karbacher): _____

Signature/Date (Hartig): _____

Data/Computer

- Account created
 Account added to FKP mailing list
 Backup setup

Signature/Date (Kolb/Rosenstihl): _____

Picture taken for homepage

- I agree with the use of my portrait picture on the contact homepage of the group.
 I can at anytime request the removal of aforementioned picture.
 I do NOT agree with the use of my picture.

Signature/Date: _____

Administrative issues

- Safety instructions
 Fire safety regulations

Signature/Date (Secretary): _____

Keys

Transponder ID:

Signature/Date (S2 07 Kräckmann, S2 04 Walter): _____

Check list on leaving

Checkliste für ausscheidende Mitarbeiter

Last day: _____

Lab/Workshop

- Samples disposed/handed to supervisor
- Workplace clean
- Drinks bill paid
- Lab book handed over to supervisor
- Tools/materials handed over to supervisor

Signature/Date (Supervisor): _____

Data/Computer

- Data archived
- PC folders cleaned up

Signature/Date (Supervisor): _____

Administrative issues

- Keys returned
- Transponder returned

Signature/Date (S2 07 Kräckmann, S2 04 Walter): _____