



UNIVERSITETI I EVROPËS JUGLINDORE
УНИВЕРЗИТЕТ НА ЈУГОИСТОЧНА ЕВРОПА
SOUTH EAST EUROPEAN UNIVERSITY

GUIDELINES

FOR NEW EMPLOYEES

Tetovo, 2015

INTRODUCTION

These guidelines are provided to each new employee (who establishes a regular work relationship with SEEU for the first time) by the Director of Human Resource Office. The Director will do this upon notification that the new employee has been selected for the specified position. The aim of these guidelines is to help a new employee to become familiar with the new working environment as quickly as possible.

FIRST DAY AT WORK

The new employee will have her/his first meeting with the Director of Human Resources Office (HRO) in the HRO premises from 8.00 a.m. to 8.30 a.m. In this meeting s/he will be required to submit the necessary documents (of which the Office Assistant will have previously notified the employee through email or telephone).

The Director of the Human Resources Office will inform the new employee about the rules of the institution, and will then direct the new employee to the Office Assistant. Here s/he should submit the necessary documents (at present, diploma for completed studies undergraduate/postgraduate in original or copy certified by a notary, copy of ID and a copy of bank account).

The HRO Director will also inform the new employee about the rules of the University that are available on the university website:

<http://www.seeu.edu.mk/sq/about/important-documents>

<http://www.seeu.edu.mk/mk/about/important-documents>

<http://www.seeu.edu.mk/en/about/important-documents>

Once it is determined that the new employee's documents are in order, the Office Assistant will accompany the new employee to the relevant service in which s/he will work. There the new employee will be formally introduced to the director or supervisor (administrative staff if possible are introduced to the Secretary General); academic staff will be presented to the respective Dean, to the Pro-Rector for Academic Issues and possibly to the Rector, also.

The Office Assistant, after completing the necessary documents and forms, will register the new employee in the Agency for Employment on the same day.

On this first day, too, the new employee will sign the contract for employment.

OPENING OF AN OFFICIAL ACCOUNT

The Office Assistant, after completing the procedure for registering in the Employment Agency, will that same day inform the Director and staff of the HRO of this fact by email. The HRO Director will then ask the payroll assistant to fill in the personal data of the new employee in the HRO (software) system, so as to open an official account (in line with the procedure for official accounts).

The HRO Director, having received this data from the IT Service, will print and deliver it in person to the employee, or else will send this data via email to his/her private account, through which s/he has applied for the position/work.

After opening an official account for the new employee, the IT Service staff will register her/his fingerprint in the electronic evidencing system and take a photo of him/her in order to issue a staff ID card.

Also that day, the HRO Director will inform the university staff via email about the engagement of the new employee (the employee's first and last name, position, office location, work schedule, official email account, office telephone number, etc.).

PROBATION PLAN

The probation plan is a separate form which is filled in by the head of the new employee's service for the first three months of engagement, and by which the engagement and quality of the employee's work are evaluated. It provides an opportunity for the head and employee to discuss his/her role and appropriateness openly. The employee can assess whether the position/work meets his/her expectations, and the head will gain an understanding of the abilities, knowledge and attitude of the new employee.

During the probation period, the supervisor will send to the HRO a probation plan for each month (for the first three months) relating to the performance of the new employee, the need for any training, any concerns noted or clarification of priorities required.

Human Resource Office