



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



INDIVIDUAL ADAPTATION PLAN

The Individual Adaptation Plan document is used by the UNI Human Resources Department within the constituent unit. The Plan is intended for staff as part of employment contracts; it does not apply to any other type of employment relationship with TBU.

An individual adaptation plan shall be provided to each newly hired employee; an exception can be made in the case of employees hired exclusively for a specific project, if the employee's agreed working hours amount to up to 16 hours/week. Exceptions shall be granted by the director of that research centre or another immediate superior (the "superior") as per the UNI organisational structure.

The individual adaptation plan shall be modified specifically for the needs of the new employee. The employee shall receive the prepared plan during their visit at the UNI constituent unit's human resources department. As part of the preparation of the plan, the superior shall designate a supervisor with whom the employee shall work to implement the individual adaptation plan. The deadline for the first interim evaluation of the progress of the individual plan shall usually be set within 8 weeks of the start of the employment relationship.

Both the designated supervisor and the employee (by filling in the so-called feedback questionnaire) shall comment on the ongoing evaluation of the progress of the individual plan. The completed document shall be forwarded, via the HR Department, to the constituent unit director and then filed with the HR Department.



INDIVIDUAL ADAPTATION PLAN

Employee's degree, name and surname	
Employee ID	
Constituent unit name	
Date of entry	
Length of adaptation process	
Superior	
Supervisor	

Deadline for the first interim evaluation of the progress of the individual plan	
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1. Has read and understood in-house documents:

Document title	Responsible person (add name)	Date and employee's signature
Entrance Information		
Attendance Records		
New Employee Handbook		

2. Training activities

Training name/type	Responsible employee	Employee's signature & date of participation
FS & OHS		
<i>Training for work using pressure cylinders</i>		
<i>Business car driver training</i>		



3. Adaptation activities **(activities included in the job description)**

Activity name/type	Planned date of completion	Deadline for completion
Meeting with a superior		
Participation in the team meeting		
Tour of the building		
Has read and understood technical methodologies, procedures and processes; has understood the respective activities		



4. Adaptation evaluation (to be completed by supervisor/superior, if specified)

	Verbal evaluation
Completion of assigned tasks	
Participation in staff meetings/consultations	
Familiarity through self-study and understanding of specified technical methodologies, procedures and processes	
Teamwork and cooperation (team integration)	
Individual approach and initiative	
Independence in completing tasks	
Precision, care and attention to detail	
Overall evaluation of the adaptation process	

Supervisor:

Title, name, surname	
Date and signature	



INDIVIDUAL ADAPTATION PLAN - FEEDBACK

Dear Colleague,

As we constantly strive to evaluate and improve our internal processes, we would like to ask you to provide feedback on your adaptation within the Centre for Polymer Systems. Thank you for adding the satisfaction figures for the fields listed below. We would also welcome your views/comments on what was missing or what you would suggest changing in the adaptation process.

Please complete as follows:

1 Dissatisfied | 2 Rather Dissatisfied | 3 Rather Satisfied | 4 Satisfied

Working environment	
Interpersonal relationships	
Technology and other labour aids available	
How you applied your knowledge, skills and abilities	
What was the level of assistance provided by your superior	
Communication, information transfer	
Teamwork and support	
The level of support provided by the supervisor, if appointed	

Comments:

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Title, name, surname	
Date and employee's signature	