

CHECKLIST — Adaptation Plan

Questions you can prepare and ask your supervisor (or the head of department), by phase.

Everything explained in detail
Adaptation plan further down!



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WHEN YOU START — INITIAL INTERVIEW

Joining the group

- ☐ Who will introduce me to the group and the workplace?
- ☐ When will I be shown the laboratories and the office?
- ☐ Where will my workplace be & how will I get keys, equipment & access rights?

Values and standards

- ☐ Which regulations should I study (SZŘ – DSP part, DSP Rules, Code of Ethics)?
- ☐ What are the values of the group (quality, punctuality, communication...)?

Study requirements

- ☐ Which courses are useful for me and when should I complete them (ISP)?
- ☐ How do Colloquia 1 and 2 work and what should I prepare?
- ☐ What are the conditions for the faculty English conference (can it be replaced)?
- ☐ Where, when and from which funds should I go on a stay abroad (≥ 1 month)?
- ☐ Which courses and further training are recommended for me?

Research practice

- ☐ Which training & when do I need (OHS, fire prot., pressure cylind., electrical...)?
- ☐ Who will train me in practice on the instruments, methods and work with chemicals/samples, and where will this training be recorded?
- ☐ Does the topic have application potential, patent restrictions, an NDA or contractual rules for cooperation with a company/external institution?
- ☐ What rules apply to the use of AI tools and to processing data, images and text in publications/the dissertation?

Job description

- ☐ Do I have the required qualifications, or is there something I should add?
- ☐ What is expected of me (dissertation, ≥ 2 first-author + ≥ 4 publications, ISP)?
- ☐ How much teaching and other activities are expected (BSc/MSc theses, IGA...)?
- ☐ How am I funded (scholarship/employment contract, other sources)?

Time planning

- ☐ What are the working hours and how do I take leave (30 days)?
- ☐ Under what conditions can I work from home?
- ☐ Whom and where do I report an absence to?
- ☐ Under what conditions can I work outside the usual hours?

Komunikace

- ☐ When are the supervisor and the doctoral candidate usually available?
- ☐ What is the usual response time (normal/urgent)?
- ☐ Which means of communication does each of us prefer (email/phone, etc.)?
- ☐ How often will we meet and who takes the notes?

Navigation

- ☐ Where do I find what I need at the dept. (secretariat, stockroom, laboratories)?
- ☐ Where are the key university-wide offices (dean's office, PhD Office, Department of International Relations, NTK)?
- ☐ Which systems will I use (SIS/OKbase/MIS...) & where to find them (VPN)?
- ☐ What do I need the university e-mail and VPN for?

AFTER 1 MONTH

Performance

- ☐ Do I understand what I am supposed to do and what is expected of me?
- ☐ Am I coping with the specific demands (instruments, software, data)?
- ☐ Do I know the usual procedures in the group?
- ☐ Which tasks should I complete by month 3?

Personal approach (discuss together)

- ☐ Am I meeting the plan and using my skills?
- ☐ Are communication and feedback sufficient?
- ☐ How do I feel in the team (atmosphere, well-being)? Do I need help?

AFTER 3 AND 6 MONTHS

Performance

- ☐ Do I understand what I am supposed to do and what is expected of me?
- ☐ Am I coping with the specific demands (instruments, software, data)?
- ☐ Do I know the usual procedures in the group?
- ☐ Which tasks should I complete by month 3?

Personal approach (discuss together)

- ☐ Am I meeting the plan and using my skills?
- ☐ Are communication and feedback sufficient?
- ☐ How do I feel in the team (atmosphere, well-being)? Do I need help?

Additional questions

- ☐ Do I know the procedures at the department/faculty (SIS, business trip admin)?
- ☐ How have I completed my tasks and what are the new ones?
- ☐ How should I prepare for Colloquium 1 (approval of the presentation, date)?

AFTER 12 MONTHS

Before the annual assessment, by 31st July

- ☐ How do I assess my performance
- ☐ How do I assess my personal approach over the whole year?
- ☐ Was the onboarding successful?
- ☐ Was the first year beneficial? How am I doing in terms of well-being?
- ☐ What comes next (Cq 2, stay abroad, publications, dissertation, defence)?
- ☐ What do I need for the annual report in SIS?