**What to arrange for a new colleague:**

**Before**

- Laptop! Macbook or windows machine  
- working space (desk)

- Arranged a P-number

- Arrange an introduction meeting with one of the secretaries. Ask the secretaries to inform about UMCG pass, how to get a telephone, to whom to report illness and where to register vacations and days off.

**During**  
googlegroups accounts on

- [gcc-groningen@googlegroups.com](mailto:gcc-groningen@googlegroups.com)

- [gcc-announcements@googlegroups.com](mailto:gcc-announcements@googlegroups.com)

- Get eduroam working  
- share dropbox

- keys of the VM and sFTP account should be set  
- create trac account + settings  
- share workshops with the new employee:

*Git(hub)*

[https://docs.google.com/presentation/d/134WeHhs8bpWNaAO005QoYMLnnPgHCuRzHPeTuQBSXTg](https://docs.google.com/presentation/d/134WeHhs8bpWNaAO005QoYMLnnPgHCuRzHPeTuQBSXTg/edit#slide=id.p)  
*Spring* <https://docs.google.com/presentation/d/1z5c9yQLcLxjhdmvk_634ufGNxygT9JIUupdqFeBAtWQ>

*Maven* [https://docs.google.com/presentation/d/134WeHhs8bpWNaAO005QoYMLnnPgHCuRzHPeTuQBSXTg](https://docs.google.com/presentation/d/134WeHhs8bpWNaAO005QoYMLnnPgHCuRzHPeTuQBSXTg/edit#slide=id.p)

- check if the new employee can write a review paper

We have created an agenda, this contains who is going to sit with the new employee and explain what he is doing. 1 hour for each person

**Example agenda**

Day 1. Tour through the UMCG

Day 2.

Reading and arranging stuff. The Hello new colleague document  
Day 3

09:00- 10:00 George -> Compute  
10:30-11:30 Dennis -> Lifelines

13:00 -14:00 Erwin -> Molgenis basics (creating plugin)  
14:00 -15:00 Bart -> code merging, feature branches  
Day 3

09:00 - 10:00 Roan -> Omx modelling

10:30 - 11:30 Chao -> BiobankConnect, Sorta  
13:00 - 14:00 Joeri -> WormQtl, Xqtl etc  
14:00 - 14:30 Martijn -> Lifelines Deep  
Day 4

10:30 - 11:30 Freerk -> Pipelines NGS

13:00 - 14:00 Pieter N-> Servers / Inhouse sampling