

Name - Surname :

Team / Service :

PASSEPORT D'INTÉGRATION

Required for your successful integration!

Why this passport ?

To give you an overview of the center, its objectives and its values, to promote **your quick integration.**

This passport is a process involving five steps and engaging contributors under the coordination of the Human Resources Department.

Monthly Welcome Newcomers	Presentation of the center of its local facilities , safety rules... 1h30	Date and signature SRH
Themed training "Young Researcher"	Keys to find your way in all the tools and services available 1h00 max	Date and signature IST
"Help for first deposit in HAL"	Assistance for a first deposit in HAL 1h00 max	Date and signature IST
Mornings innovation	Software, patent, cooperation... half day	Date and signature REV
The center annual Welcome Day	Half-day integration! half day	Date and signature SRH and COM



The dates of these events will be communicated by email during the year.

When completed give it back to the Human Resources Department



You have just joined Inria and in order to facilitate your integration a meeting has been organized for you.

- How to deal with my paid leave?
- How to prepare my business trip?
- How to borrow a company car?
- Who to contact to register a patent?...

All these questions, and more, will be answered during the meeting planed for you on the :



Room A109 - 10:30 am

ACCUEIL
DES NOUVEAUX
ARRIVANTS