



# Radboud University Nijmegen

## Checklist for new members of the Molecular Chemistry Cluster

- Introduced to secretaries and First Aid diploma holders
- Registration by Jacky Versteeg in the Cluster and the Rutjes group, activating door pass, add to email list, sending you to Peter van Galen for making a photograph: this holds for everybody, except bachelor students. People with a working agreement will get a post box with their name on it, as well as a name tag on the board at the wing where you are going to work.
- Confidentiality Agreement and this checklist filled in and signed + Internship Agreement (all students) filled in together with Floris Rutjes, signed and all back to Jacky.
- pass the safety exam (ask your safety steward for the exam, **mind that you are not allowed to work in the lab before you pass the exam!**)
- Safety Tour around lab
- ~~Introduced to Paul Schlebos + sent him an email for registration on the webpage. He will give you a science mail address, include in your mail your office number as well as the corresponding telephone number and email address (he will give you a new one)~~
- Introduced to Logistics and Purchasing Agent, ARBO contact person Peter van Dijk, + Jan Dommerholt for chemicals.
- Introduced to Ad Swolfs, Helene Amatdjais, and Peter van Galen (NMR, MASS).
- Only for PhD and Post Docs: meet the contact person, Kim Bonger, planning the Wednesday group for registration.
- All students should fill in a learning agreement together with Floris Rutjes, give a copy to Jacky and bring the original to the contact person at the student admin. downstairs.
- At the end of your internship you have to give to Jacky a CD with your reports, also send it as attachment(s) by email to her and also an attachment of your assessment. A hard copy for Floris is obliged. (also for the people you worked with/for)
- Only for employees: send an e-mail to Ine Hendriks ([i.hendriks@science.ru.nl](mailto:i.hendriks@science.ru.nl)) to be put in the mailing list of IMM-co workers
- I have read and understood the Information & Safety Manual and agree to work by the rules laid out therein

Date:

Name (New Member):

Name (Work Group Leader)

Signature

Signature