

## Essential 'getting started' checklist

**Welcome to the Max Planck Institute for Psycholinguistics!** Completing this checklist will help you find the information and resources you need to get started effectively at MPI for Psycholinguistics. If you need assistance or have questions, your department secretary will be happy to help.

### First steps with your department secretary

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|  | Receive your building and office key.  |
|  | Receive a tour of building and an introduction to colleagues.<br>You will also find the MaxIntra section 'People's Gallery' useful.  |
|  | Get settled in your office. Contact Jan.Achterberg@mpi.nl if you need stationery supplies or help with furnishings, etc.).   |
|  | Write an introduction email about yourself and send, along with your digital photograph, to your department secretary for MPI-wide distribution. ( <i>ask your department secretary for examples</i> ) |
|  | Familiarise yourself with fire exits and general safety/security within the building.<br>See MaxIntra page 'Emergency Issues'.   |
|  | Find your mailbox (by the MPI canteen, arranged by last name) and familiarise yourself with rules about sending and receiving post. See MaxIntra page 'Private Mail'.                                  |

### Key personnel

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|  | <b>Operations/Human Resources:</b> you will receive a Welcome email in your first working week and you will be invited for the first upcoming 'Introduction for newcomers' meeting. PhD staff should inquire about their RU card and E-number, and obtain an MPI student card. For any questions please contact HR via HR@mpi.nl. |
|  | <b>Technical Group:</b> schedule an introduction meeting with Maurice.vanDeutekom@mpi.nl to learn about various MPI technical facilities.   |
|  | <b>Prevention Officer:</b> schedule an introduction meeting with Pascal.Zoetekouw@mpi.nl to learn about working place conditions.   |
|  | <b>Library:</b> schedule an introduction meeting with library@mpi.nl to learn about library resources, how to use PubMan and setting up your publication list on the website.   |
|  | <b>Others:</b> familiarise yourself with the roles of important personnel representatives and committees.<br>See MaxIntra page 'Points of contact'.   |

### Information resources

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|  | Log in to your MPI computer account and change your password ( <i>your department secretary will give you instructions</i> ). Never tell anyone your MPI account password—only spammers ask for it via email.   |
|  | Familiarise yourself with MaxIntra, especially the A to Z section under Operations. You can access the MaxIntra from within the MPI via maxintra.mpi.nl. From outside the Institute, go to <a href="https://sslvpn.mpi.nl">https://sslvpn.mpi.nl</a> and then enter the site using your MPI login and password.   |
|  | Familiarise yourself with important MPI rules and forms needed for business travel, travel reimbursement, leave requests, inviting guests, organising workshops, etc. ( <i>MaxIntra 'Request Forms'</i> ).  |
|  | Familiarise yourself with the MPI website guidelines ( <i>MaxIntra 'Internet &amp; Website'</i> ) and create your personal homepage ( <i>contact helpdesk@mpi.nl if you require assistance</i> ).   |
|  | Update your calendar with your regular department meetings, institute holidays, the next staff meeting, and the Nijmegen Lectures and other important events ( <i>MaxIntra 'Obligations &amp; Attendance Requirements' &amp; 'Institute Holidays'</i> ).  |
|  | Be aware of network access, data storage and backup practices in your department ( <i>discuss this with your colleagues and/or the Technical Group</i> )  |
|  | Check your 'People's Gallery' page on MaxIntra to see which email distribution lists you are on. Speak to a colleague about other useful lists that may be appropriate for you to join  |
|  | Sign up and join MaxNet, the social networking site of the MPG ( <a href="https://maxnet.mpg.de">https://maxnet.mpg.de</a> )  |
|  | Familiarise yourself with the 'Guidelines and rules of the Max Planck Society on a responsible approach to freedom of research and research risks' and 'The rules of good scientific practice' adopted by the senate of the Max Planck Society ( <a href="http://www.mpi.nl/research/publications-and-presentations">http://www.mpi.nl/research/publications-and-presentations</a> ). |
|  | If you are a fieldworker, or if you will work with a junior scientist who is a fieldworker, read the Fieldwork Guidelines ( <i>MaxIntra 'Essential notes for fieldworkers'</i> )  |

### PhD staff

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|  | Consult the People page on <a href="http://www.mpi.nl/imprs">www.mpi.nl/imprs</a> to learn about the organisation and people involved in the IMPRS.                                       |
|  | Contact the International Max Planck Research School Coordinator if you have not yet received any documentation and scheduled an introduction meeting ( <i>MaxIntra 'IMPRS office'</i> ). |