

# A warm welcome to MGMT from your colleagues

Collegial tips and tricks for employees at MGMT

We are very happy that you have chosen to join MGMT and are looking forward to getting to know you. In the meantime, we have collected all the “nice-to-know” things to help you navigate your first days here at the department.

## The structure of Department of Management (MGMT)

The [Department of Management](#) is part of [Aarhus BSS](#), one of the five faculties at [Aarhus University](#). At MGMT, we have two sections: ODA (Organization, Digitalization & Accounting) and SIM (Strategy, Innovation & Marketing).

The department employs approximately 160 researchers, PhD students and affiliated researchers, as well as 25 administrative staff. Find your colleagues here:

[Academic and administrative staff](#) and see also [Organisation \(au.dk\)](#)

We have four research centres and eight research units within the two sections. All employees are affiliated with a research unit. The units are used for knowledge-sharing activities, work coordination and collegial support. To facilitate interdisciplinary collaboration, we also have various informal research groups, with members sharing particular research interests, sometimes across units.

Our objective is to conduct high-quality research and to provide top-level education. You will find the [Department of Management research strategy](#) at our homepage, where you can also [read more about our educational activities](#).

## Life at Department of Management

**Formal start:** You will be invited to a number of meetings with relevant people at the department to inform you about various issues concerning teaching, practicalities etc.

**Mentor:** As a new employee, you will be assigned a mentor appointed by your Head of Section. The mentor will introduce you to the department and will be available for questions. See <http://mgmt.staff.au.dk/practical-information/mentor-scheme-at-mgmt/>

**Working hours:** Full time employment typically means that you will work 37 hours a week. Employees at MGMT usually show up for work between 8-9 in the morning depending on their calendars, teaching, etc. and stay until app. 16.00, but there is a lot of flexibility, so it is also possible to work from home, in the evenings etc. We are expected to be present at the department for a minimum of 3 days a week.

**Seminars:** The sections organize a variety of seminars. You are most welcome to attend these seminars, and we expect you to participate in the seminars in your special field. It is a great

forum for gaining new inspiration and knowledge, but also a good occasion to get to know what others are doing at the department.

**Other events:** We have an annual department seminar where permanent staff is expected to participate. We also have occasional events, like Christmas dinner, summer event, Friday beers etc. It is always lots of fun, and we hope to see you there.

**Awards at MGMT:** At the annual summer event, awards are given for extraordinary collegial contributions to MGMT and great achievements during the year. “*Teacher of the year*”, “*PhD student of the year*” and “*Colleague of the year*” are nominated by colleagues, and selected by the Departmental Council. “*MGMT senior research award*” and “*MGMT junior research award*” are selected by the MGMT Research Committee.

**Lunch:** At about 12 o'clock, we meet in our lunchroom, “Valhalla” for lunch. You can bring your own lunch or buy it from the cafeteria in building 2610, near our offices. There are no ‘rules’ concerning who sits where. Please feel free to join us.

**Friday rolls:** Every Friday at 9:30, we meet in “Valhalla”. It is a weekly informal gathering for everybody at the department, and sometimes, important information is shared here. Bread and coffee are served, and it is a great way to end the week.

**Language:** We have over 26 nationalities at MGMT. All department meetings are held in English. The communication language in e-mails etc. is English. However, we encourage those of our colleagues who do not speak Danish to learn the language during the first years of employment. This can be difficult, since almost all communication is in English, but Danish-speaking colleagues are always open to chat in Danish. If you want to practice your Danish with a Danish colleague, it is possible to join the initiative “*Tal dansk med en kollega*” (speak Danish with a colleague). Here, you will be matched with a voluntary native speaker from MGMT. If you are interested, please contact Doris Andersen ([doa@mgmt.au.dk](mailto:doa@mgmt.au.dk)) who coordinates the matching process.

**Cultures:** We strive to be a diverse and multi-cultural organisation, where colleagues feel welcome and appreciated. We have a [Committee for Diversity and Inclusion](#), and you are always welcome to come with input to the members of this committee.

**Trade unions in Denmark:** In Denmark, we have no legislation regulating wages. Wages are defined through collective agreements negotiated at sector level, with participation of the trade unions. At MGMT, our connection to the unions is through the Local Liaison Committee (also called LSU). If you want to hear more about the unions and their work, please contact a [member from LSU](#). [The Union Representative](#) is also available for guidance and help related to your employment.

**Departmental Council:** All staff levels at MGMT as well as students are represented at the Department Council, where department issues are discussed. This involves issues related to teaching, research and general conditions at MGMT. The council meet 3-4 times a year. Each employee member can bring issues to the agenda. You can find more info [here](#).

**The Ombudsman at MGMT:** If you want to discuss or raise critical issues regarding the psychological working environment at MGMT, or if you have experienced offensive behaviour towards yourself or others, and you prefer to not involve management, your union representative or occupational health and safety representative, you are very welcome to contact our

ombudsperson, Oana Vuculescu, at [ombudsman@mgmt.au.dk](mailto:ombudsman@mgmt.au.dk) (only Oana can access this mailbox). The discussions are of course in full confidentiality, and Oana will help you take appropriate action.

**Section Councils:** In your daily work, you are affiliated with a specific research unit; one of your colleagues is elected to represent the entire research unit in the Section Council, where all members of the Section Council are elected by their research unit for a two-year period. The Section Council deals with recruitment and on-boarding, strategic activities for the section, and not least facilitates the communication between research units and the department management team.

## Practical issues

**Outlook:** We use Outlook; all employees must keep their calendar up to date with all activities, allowing smooth meeting coordination for all based on availability. Outlook calendars are shared across all of Aarhus University.

**OneDrive and Sharepoint:** We use OneDrive for personal cloud-based storage of files, while Sharepoint is used for storing, sharing and collaborating on files.

Please see [this webpage](#) for information and webinars about OneDrive.

You can see further information on Sharepoint [here](#).

**Research Excellence Manager (REM):** We use REM to track our own research, and to stay updated on what others are working on at the moment. REM is a useful resource for organizing your work, but it is also used by your manager during the yearly SDD. You can have a look at the system here: [REM](#). See also: [Systems \(au.dk\)](#)

**Training and courses for staff:** We encourage our employees to participate in further training. Please contact your Head of Section if you are interested in a particular course or would like to discuss which course you could benefit from taking. Some courses are compulsory, depending on your employment.

**MGMT Newsletter:** A monthly newsletter with various topical questions is sent out to all by e-mail. Your employment will be announced in the MGMT Newsletter. See earlier newsletters at <http://mgmt.staff.au.dk/news/mgmt-newsletters/>.

**Staff development dialogue (SDD):** [The SDD](#) is an annual, one-to-one discussion between managers and members of staff, and is held in the autumn. The SDD focuses on the employee's daily working life, giving the manager and the employee an opportunity for in-depth dialogue and alignment of mutual expectations regarding the employee's goals, tasks, well-being, cooperative relations, and professional and personal development. Besides the SDD, the issues above can of course also be discussed at other times of the year.

## Relevant links

New employee at AU - getting started:

<https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/newemployeeatau/>

Workplace culture in Denmark (flat hierarchy, informal tone, flexible working hours etc.):  
<https://www.workindenmark.dk/working-in-denmark/workplace-culture-in-denmark> - you  
will also find other links at this homepage (Moving to DK, Working in DK, Living in DK)

Working in Denmark, at Aarhus University, BSS:  
<https://www.youtube.com/watch?v=WtgBathplbY>