

# Onboarding a New SCo Employee

## Onboarding a New Syensqo Employee

### INTRODUCTION

The onboarding process is launched once an offer is accepted. Your new employee will be hired in the HR system to the position that you created at the start of the recruiting process.

Follow these simple steps to ensure your new joiner is set up for success from Day One. **A minimum of 15 business days is required from the time an onboarding is launched and the start date, to ensure a successful onboarding.**

### STEP 1 >

Prepare, connect and begin bonding with your new employee BEFORE Day One



[Click on the image to be redirected to My HR Services; then select "Onboarding" from the Home drop down menu]

Use the **Onboarding Dashboard in My HR Services** to utilize your digital New Hire Checklist to remain organized and perform additional tasks in the tool to enhance your new joiner's experience, such as:

- Sending a Personal Message
- Assigning a Buddy
- Introducing New joiner to their future network
- Recommending Useful Links
- Providing useful information for New Joiner's First Day

**Onboarding tasks (step 2) can be requested, however CANNOT be finalized until the new hire has completed his/her personal information AND completed all Onboarding tasks in the onboarding portal; please follow up with your new employee to ensure they have completed their required onboarding activities at least 7 business days prior to their start.** You can view their status in your Onboarding Dashboard.



CLICK for User Guide:

- [How to follow up an onboarding process in My HR Services - User Guide](#)
- [How to use the checklist in My HR Services to prepare the new joiner start- User Guide](#)
- [How to personalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide](#)

## STEP 2 >

### Request Standard IT Equipment and Syensqo Access

Request as soon as possible, but no later than **ONE (1) WEEK** before start date. After submission of the service request, Service Desk will provide the services within 5 business days.



#### IT Onboarding Request On/Off Boarding

Click on the image above to be redirected to SyRa]

A standard onboarding ticket will provide based on request:

- PC/Chromebook delivery
- Active Directory
- Remote Access
- Token
- Badge/Access to Facility
- Access to Google Workspace, YouGrow and Org Charts, Syensqo One and Syra
- SAP (by Day 5, if requested)

- It is also now possible to request access to the following applications:
  - Core CRM
  - iCare CRM
  - Dynasys DP
  - PICASO

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### Request Specific Applications (non-SAP) and/or Shared Folder Access



#### Application Access Request (Generic) Access & Applications



#### Shared folders on servers Shared folders on servers

Click on the images above to be redirected to SyRa]

Check the [SyRa](#) catalog for any additional requests based on position and needs.



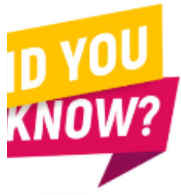
CLICK for [User Guide](#)

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## STEP 3 >

Be present on your new hire's first day. Review their pre-prepared agenda with them for their first day/weeks.

- Use some or all of the consolidated materials in this [Fundamentals](#) document to share content with your new joiner.
- Utilize your [assigned buddy](#) or other team members to help with onboarding.
- Do frequent [check-ins](#) to measure engagement and answer questions.



Your new hire will have access to an onboarding portal before their first day of work where they will complete their paperwork activities digitally and have access to information about the Group in one place!

To know more about their digital onboarding experience and how your manager tasks can make a difference, have a look at the [new joiner experience](#).

***If at any moment you need to cancel the Onboarding process, please submit a [ticket](#)***

last updated: 29 Oct 2025

- [Service One Digital Workplace Video Guide](#)

**Onboarding process guidelines**

- [Onboarding Visual Guide for Managers](#)
- [Onboarding Guidelines for Managers](#)

**Support material**

- [Organizational Announcement Guidelines](#)
- [Buddy Program Guidelines](#)
- [Fundamentals to onboard your new team member](#)
- [France Sites - View clothing size information in My HR Services](#)

**tutorials - English**

- [How to submit an IT Onboarding service request?](#)
- [How long does it take to receive hardware?](#)
- [Onboarding Best Practices for Managers](#)
- [What is the Manager Onboarding experience?](#)
- [What is the New Hire Onboarding experience?](#)

**tutorials - French**

- [Tableau de bord d'intégration dans My HR Services](#)
- [Faire la demande IT pour l'onboarding d'un nouveau collaborateur](#)
- [Intégrer un nouveau membre de l'équipe](#)
- [Comment préparer au mieux le premier jour du nouveau salarié](#)
- [Accéder au HR Wiki](#)