

# Converting a Contingent Worker to an Employee

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### Step 1 - Create a Position and Job Requisition

As a manager you need to follow the standard recruitment process. Firstly, you need to [create a position](#) in the Position Org Chart and then [post a job requisition](#).

The onboarding process will be launched after the contingent worker has applied to the requisition and accepted an offer.

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### Step 2 - Prepare, connect and begin bonding with your new employee BEFORE Day One



[Click on the image to go 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



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](#)
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### Step 3 - Request Update to IT Access

Request IT access as soon as possible, but no later than **ONE (1) week** before transfer date. After submission of the service request, Service Desk will update the services within **5 business days**.



Internal Move / Employee  
status change - IT Equipment  
& Access Request

on the image to go to the ticket in Service One]

Internal Move / Employee status change - IT Request will help you to ensure your contingent worker can start their new role as Syensqo employee with the relevant IT equipment and accesses.

If the [SyRa catalog](#) if any **NEW applications** or equipment are needed for the user.

Converting contingent worker will have access to an onboarding portal before their first official start date at Syensqo where they will complete their paperwork activities digitally and have access to information about the Group in one place!

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



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#### 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

- [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?