

Newcomers

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I Am a Newcomer

Welcome! We hope you'll always feel free to speak up, share your thoughts and challenge us. We're all going to grow together here, and we look forward to it!

In order to help you feel at ease in your new job at the soonest, we have sent you the [Procurement Onboarding Curriculum](#) via our learning platform YouGrow.

The curriculum includes self-paced e-learning and virtual courses for you to learn more about the Procurement BSA in general, tools, policies, etc.

You have 90 days to complete it. Once you have completed the curriculum, we recommend that you organize a quick review meeting with your first line manager to see what went well, which questions you may have and what courses may still be needed for you to perform better in your new job.

Questions?

Contact the [Procurement Academy](#). We will do our best to help you!

Someone Is Joining My Team

You have just hired someone in your team. There are quite a lot of actions to take so that he or she gets all the material and accesses he or she needs.

Once your new team member is registered in the HR system, check the [Procurement onboarding process](#) to know how to get access to the needed tools.

Do not forget to inform the [Procurement Academy](#) for any newcomer joining your team. We will then be able to help you in case you have some difficulties in the process.

Questions?

Contact the [Procurement Academy](#). We will do our best to help you!

Date last updated:

• [Whatever link](#)