

Procurement Manager corner

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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.

To support your newbie within her/his onboarding journey, it is strongly recommended to put in place a "Body" who will be a peer person which has a great knowledge of our organization and our procurement process and systems.

Someone is leaving my team

One of your team-member leaves for new horizons?

Find more details on the [Employee's Exist Management in the RH wiki page](#).

Please do not forget to update the PSL form "[To On/Offboard a buyer](#)" via the [ServiceOne](#).

Support your team skills and knowledge development

As manager, you are responsible to develop your team-members to make them grow.

Their development lies on a 70/20/10 principles. This principles means that 70% of the learning lies on doing the job, 20% lies on the coaching and mentoring, 10% of trainings. Please find in more information in the [RH Wiki page "What is my role in employee development?"](#)

Even if the Procurement BSA Academy Lead will prepared Curriculums for the team. You are also responsible to manage your team in YouGrow to follow up on training completion and, if needed, to allocate trainings. Indeed during your one to one with your team member, it is recommended that you look at his training completion to make sure he/she completes the required training. To support you on this task, you can find information in [the RH Wiki page here](#) and a training in our learning platform named "YouGrow". It is strongly recommended that you take the 30min web-course "[YouGrow for Manager](#)" to learn how to assign a course, how to follow up on training completion (example by generated a report).

Other information are available to you in the [RH Wiki page here](#) such as (non-exhaustive list):

- [How should leaders identify & develop top talent?](#)
- [Coaching & mentoring](#)
- [L&D training tools - Managers](#)
- [Syensqo Care & Dare 360 Assessment](#)
- [Leader's Insights Library](#)

Questions?

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

Date last updated: 04 Mar 2024

- **RH wiki page: Onboarding a New Syensqo Employee**
- My HR services (new hire checklist & onboarding dashboard)
- IT Equipment & Access request (standard IT equipment and general access)
- To On/Offboard a buyer (Procurement & purchasing structure)
- Request application access
- Request Corporate Dashboard Access
- **HR wiki page: Employee's Onboarding**

- **RH Wiki page: Employee's Exit Management**
- To On/Offboard a buyer (Procurement & purchasing structure)

- **Master file**
- **Request file**

- **YouGrow direct access**
- **HR wiki page: Employee's Learning Development**