

SBS-P-DOtC-05-001 - New comer Management

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Scope



ERP

References

Attachments

Who	What	Document	Storage place
1. Prepare for the newcomer's arrival			
PEL	<p>Announce new employee's arrival to current staff</p> <p>Check on to insure that the new employee can work on the first day (workstation, phone, email address, access codes...)</p> <p>Identify the person in charge of welcoming the newcomer and accompanying him/her to his/her workstation (tutor)</p> <p>Set up in advance any trainings required for the newcomer (coordinate with other departments if necessary)</p>	<p>Memo</p> <p>Integration form</p> <p>Hardware / Software form</p>	
2. Welcome			
PEL	<p>Introduce the newcomer to the members of the company</p> <p>Communicate about the company's habits and best practices</p> <p>Visit the department</p> <p>Show the worksation</p> <p>Share Solvay's internal documents</p>	<p>On site safety training</p> <p>Integration plan</p>	Gdrive OtC
3. Train			
Tutor		<p>Integration plan</p> <p>Proof of external training</p>	<p>Teamsite</p> <p>Solia</p>
4. Assess the integration			
PEL		Training assesment	Teamsite