ONBOARDING FORM - NEW ENGINEER

## 1. General Data

New employee's name:

Start date:

Job title:

Department / Team:

Manager's name:

Name buddy/mentor (optional):

## 2. Contract & Administration

☐ Employment contract signed

☐ Copy of ID / work permit received

☐ Personal data completed and processed

☐ Pension scheme enrolments and insurance arranged

☐ Bank details passed on

## 3. Workplace & IT

☐ Workstation ready (desk, chair, etc.)

☐ Laptop provided

☐ Telephone (if applicable)

☐ Access to networks / systems (such as: CAD software, ERP, e-mail, etc.)

☐ Access pass / keys handed over

☐ Office supplies available

## 4. Introduction & instructions

☐ Welcome e-mail sent

☐ Introduction with team

☐ Tour of office / shop floor

☐ Safety instructions and procedures explained (if applicable)

☐ Explanation of working hours, breaks, hybrid working

☐ Company policy / code of conduct discussed

## 5. Technical Onboarding

☐ Access to technical tools/software granted

☐ Commissioning plan discussed (e.g. by week or by project)

☐ Introduction to current projects / products

☐ Technical documentation made available

☐ Introduction with relevant departments (R&D, production, QA, etc.)

## 6. Guidance & Evaluation

☐ Buddy / mentor paired

☐ 1st evaluation scheduled (after 2 weeks)

☐ 2nd evaluation scheduled (after 2 months)

☐ Training needs discussed

☐ Goals set for first 3 months

## 7. Other comments/concerns

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## 8. Signature

Name responsible HR:

Date completed form:

Manager's signature:

Employee signature: