Onboarding Plan



In advance

Transmission of initial information sheets and the employment contract preview.
The HR department is available to answer any

First working day

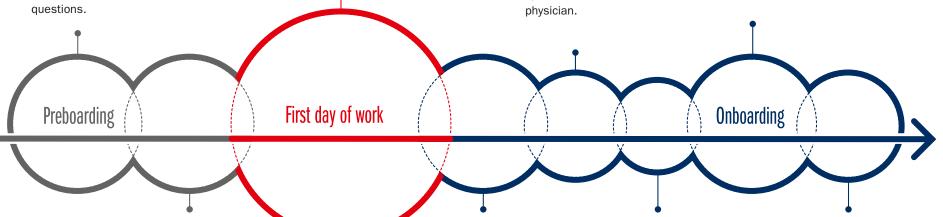
Signing of the employment contract, entry formalities, handover of work equipment, first introduction by the manager and direct colleagues, campus tour, handover of the training plan by the manager.

After approx. 1 month

Further meeting with the mentor and first feedback meeting with the manager. Workplace inspection by the occupational physician.

After 2-3 months

Further meetings with the mentor and feedback sessions with the manager and Head of Human Resources & Legal.



Timely before entry

Information on the timetable of the first working day.

In the first 2 weeks

Getting to know the mentor and initial training.

In the first 3 months

Welcome-on-Board breakfast with our CEO Michael Heritsch.

After 4-6 months

Further feedback meetings with the manager and completion of the onboarding process.