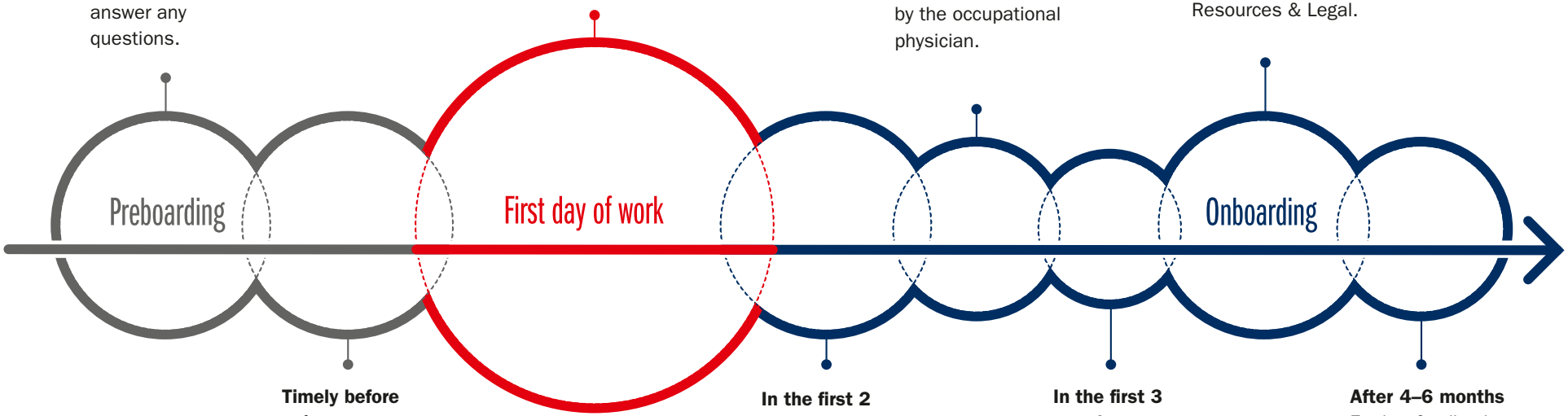
Onboarding Plan

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

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.

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, workshop on our values.

After 4–6 months
Further feedback meeting with the manager, follow-up meeting on our values and completion of the onboarding process.