

PASSION TO INNOVATE | **POWER TO CHANGE**

Onboarding Checklist
for the new employee



Science For A Better Life



PURPOSE

Dear colleague,

Welcome at Bayer! We are excited and very happy to have you joining our team!

We understand that the first days, weeks and months of employment are filled with excitement, a wealth of information, and many questions. However, we want to make it easy for you to get to know Bayer and to feel at home here. You can take control over many of your onboarding activities by following the onboarding checklist below.

This checklist is essentially a guide to the activities that might be important for you during your first month at Bayer. In case of any questions, please do not hesitate to contact your manager or HR Business Partner. We wish you a great start!

First day

Access Management, Application & Systems

Onboarding tasks

- Concluding the activation of the CWID and acknowledging and signing the Bayer security directive

Link to further information

- [GUMS](#)

First week

Access Management, Application & Systems

- Request authorization for all additional applications / systems where accesses are lacking

- [Identity Management - Request Access](#)
- [BayerNet myServices Personal Data / Signature Authorizations](#)

Induction to working place

- Start functional onboarding according to your individual functional induction plan
- Self-study: Familiarize with BayerNet
- Self-study: Familiarize with your division's intranet
- Self-study: Familiarize with Self-Services
- Self-study: Familiarize with Bayer Life Science brochure
- Get familiar with division & department objectives

- [BayerNet](#)
- [Business Services](#)
- [Pharmaceuticals](#)
- [Consumer Health](#)
- [Crop Science](#)
- [BayerNet myServices](#)
- [Life Sciences](#)
- [Company profile](#)



Offerings & regulations

Onboarding tasks

- Get familiar with Margo
- Make use of networking offerings and come into contact with other new colleagues

Link to further information

- [MARGO](#)
- [Networking Lunch](#)
- [Connections](#)

First month

Induction to working place

- Self-study of the People section on BayerNet, Innovation, Sustainability & CSR, Culture & Gender Balance, Bayer Identity Net, Connections@Bayer, Annual Reports/ Bayer Finance
- Review items on checklist for first weeks

- [Join - good to know](#)
- [Module X training](#)
- [Compliance-Training](#)

Within the first six months

Induction to working place

- Conduct Onboarding Feedback Dialogue with your manager
- Participate in induction course "Discovering Bayer"
- Participate in the Onboarding Survey

- [One Pager "Feedback Dialogue"](#)
- [Registration](#)

To learn more about the entire onboarding activities of the different roles, please click [here](#).

We wish you lots of success with your onboarding.